



**Information Systems 1800: Computers and Information Systems
Spring 2017
Course Instructor: Mimi Duncan**

<i>Section #</i>	<i>Reference #</i>
007	14861
Student Support Labs for all students will be held on Thursday from 2:00 p.m. until 5:00 p.m. in ESH 003. These are drop-in consulting times.	

This is a totally online eight-week session.

E-mail: duncan@umsl.edu

E-mail communication is the best way to contact me. Under most circumstances, I will get back to you with a response within 24 hours, unless it is on a weekend. Weekends will begin at 6:00 p.m. on Fridays.

Web Page: <http://www.umsl.edu/~mduncan>

Office: 215 ESH

Mail Room: 210 ESH

Phone number: 314-516-6282

Fax Number: 314-516-6827

Regular Office Hours
Wednesdays : 12:30 p.m. until 1:30 p.m.
Most Thursdays: 2:00 p.m. until 4:00 p.m. in Student Support Lab
Fridays: 11:00 a.m. until noon

Graduate Learning Assistants:

The Graduate Learning Assistants (GLAs) will hold office hours in SSB 103. The office hours will be posted in MyGateway. During office hours and during the Student Support labs on Thursdays, the GLAs will be available to answer questions. These tutors are resources for students but will not teach course content. If the tutors are unable to answer your questions, please contact your instructor.

Graduate Learning Assistants Office Hours
Will update first week of semester
Thursdays: 2:00 p.m. until 5:00 p.m. in the Student Support Lab

Course Materials:

This course is part of our AutoAccess program designed to reduce the cost of course materials for students. You will be able to access the digital content for this course through Blackboard/Canvas on the first day of class automatically.

Your student account will be charged **\$145.99 on January 20, 2017** for the cost of the digital course materials. You will be saving \$45.00 by using your materials through AutoAccess. You are eligible to purchase the low cost print option for sale at The Triton Store. This low cost print option is only available to students who stay opted in to the digital materials.

If you have any questions please visit www.thetritonstore.com/autoaccess or email autoaccess@umsl.edu. It is imperative that you have looked for these resources and become comfortable using them. Training and information will take place during the first class meeting.

This class now uses Windows 10 and Office 2016 for all projects. All work stations on campus will be equipped with the new operating system as well as the new version of Office. You can also use TritonApps for the assignments. If you need to get Office 365, here is the link:

<http://www.umsl.edu/technology/tsc/files/pdfs/Office%20from%20email.PDF>

Here is the link to TritonApps:

<https://tritonapps.umsl.edu/RDWeb/Pages/en-US/login.aspx?ReturnUrl=/RDWeb/Pages/en-US/Default.aspx>

Teaching Philosophy:

I have changed my teaching philosophy from an instructor-based pedagogy to a student-centered process. My goals as an instructor are to start my students on the path to technical competencies, encourage active learning, and act as a mentor to enable life-long learning. Since students learn best by actively participating in their own learning, all resources are designed for the students to use when they can learn best. In my classes, I will facilitate the following skill development:

- Succeed in a professional setting
- Accomplish projects in a timely manner
- Master application skills
- Support fellow students

This skillset will be cultivated by active learning assignments and assessments that stress hands on proficiency of subject matter that will be acquired using the technology-laden resources available in the robust learning management system. I have implemented a course design that stresses hands-on learning so students can actively focus on a concept instead of sitting in a lecture hall. I assess student comprehension by traditional tests and some alternative assessments including blogs, discussion boards and creating working documents in several applications (i.e. Word, Excel, etc.). As a semester progresses, projects build in difficulty to give students some early success to bolster their confidence for more challenging activities. I believe this helps students set goals and achieve them.

I have replaced passive learning with technology-enhanced learning activities used by students in their own time while creating their own learning niche.

Course Description:

This course covers the basic concepts of networked microcomputers including the basics of file management on local and remote computers, electronic mail, Internet browsers, and web page development. Students are also exposed to applications used in problem solving, communication, and making informed decisions, including word processors, presentation software, electronic spreadsheets, and databases. The characteristics of computer hardware and software used in implementing various applications are considered. Students will develop skills in utilizing applications that run on familiar computer platforms.

Course Objectives:

- Access and/or generate information using a variety of technological information sources, including personal productivity tools (word processing, presentation packages, electronic spreadsheets, and databases) and information on public networks, such as the Internet
- Create and evaluate information for its currency, usefulness, truthfulness, and accuracy using electronic spreadsheet and database management systems.
- Organize, store, and retrieve information effectively using personal productivity tools, including electronic spreadsheets, database management systems, and file transfer protocols
- Present information clearly and concisely, using contemporary technologies such as the graphics features of an electronic spreadsheet, presentation software, and reporting facilities of a database management system.
- Develop effective communication skills using computer technologies including electronic mail.

Learning Outcomes/Goals:

Information Systems 1800 meets the Skills Goals requirement on campus for managing information. All assignments, exams and other projects are meant to meet this goal so that students who successfully complete this course enhance their skill set and are able to select the correct applications to devise a strategy to solve and analyze topics they may encounter in or out of a university setting.

Technical/Professional Competencies

1. Demonstrate skill in retrieving resources in an online environment
2. Recognize the elements of a computer system
3. Understand the technical elements of Information Systems
 - a. Identify hardware components, elementary machine communication and basic networking
 - b. Build skill in operating systems, utility programs and file management
 - c. Utilize professional information technology ethics
 - d. Access and create content via open and closed networks.
4. Create a professional e-mail with multiple attributes for various constituents
5. Synthesize the knowledge acquired by completing a project
6. Demonstrate mastery of different assessment tools
7. Examine professional and ethical practices in business as it relates to managing and sharing information.
8. Effectively organize, manage, and present individual and enterprise information using contemporary software applications such as spreadsheets, word processing, databases, and electronic presentation software.

Word 2016

1. Retrieve compressed folders from remote sites
2. Develop complete projects from shell files
3. Create a document with different styles, headers/footers, copy, cut, paste, change fonts and save with appropriate file name and location
4. Produce documents with footnotes, endnotes, and a bibliography
5. Craft multiple page documents with complex formats and options
6. Generate documents with pictures, tables, columns and tabs
7. Build newsletter with SmartArt, borders, shading, text effects and styles

PowerPoint 2016

1. Design a new presentation
2. Create and format slides
3. Combine slide layouts and compare views
4. Employ transitions and animations as appropriate
5. Recognize the need for headers/footers and notes pages
6. Utilize slide enhancements tailored to an audience

- Organize files from different Office 2013 applications for an integrated outcome

HTML: Creating a Web Page

- Find HTML code on your desktop
- Using/downloading Kompozer or other HTML writing application
- Create a web page based on criteria
- Name and save the file correctly
- Upload the file into your virtual network space
- View you web page and correct any mistakes, i.e. broken links or non-appearing images

Excel 2016

- Create, save and format worksheets
- Use functions and construct formulas
- Understand types of cell references
- Build and manage different types of charts
- Employ integrated formatting
- Develop and use grouped worksheets
- Generate summary sheets
- Apply logical, count and date functions
- Insert and format Sparklines

Access 2016 (check availability of this application early in the semester)

- Create a new database
- Work in both datasheet and design view
- Use relational database skills
- Import data
- Filter and sort multiple objects
- Develop queries from multiple objects
- Add text criteria, calculated fields and comparison operators
- Group and total queries
- Use wildcards

Panopto Recordings in MyGateway:

To leverage the available technology, recordings of lectures, assessment reviews and tutorials are available for support during the semester. These recordings will enable you to build skills in the applications, reference as study guides, and review lectures. The recordings will use the Panopto tool that is available in MyGateway. You will find the recordings will accompany some lectures, Skills for Success chapters and so on and will be a part of those objects in MyGateway.

Grades and Point Values:

During the course of the semester, exams, and assignments will be given and managed via MyGateway. The total points available during the semester will be 1,000. Letter grades will be given as follows:

900 to 1,000	A	800 to 899	B
700 to 799	C	600 to 699	D
Below 600		F	

Breakdown:	All Exams	450 points
	Blogs	65 points
	Assignments	355 points
	In-Class Projects	130 points

Total points: 1,000

Policies for Late Assignments, Missed Exams and other Situations:

- Make-up tests must be taken within a week. A make-up test may be offered only if the absence is documented (doctor's note, evidence of emergency) and only if you contact your instructor prior to the test. Please arrange to take the test as soon as possible
- Late assignments will not be accepted. Delayed grades will not be assigned. Please speak with me early to resolve problems you encounter.
- If you expect to miss content to participate in a university-sanctioned activity, be sure to submit a Student Absence Form early in the semester so that we can discuss your responsibilities and make plans to fulfill the requirements of the content you will miss.
- If you expect to miss content due to a religious observance, early in the semester submit a Request for Accommodations for Religious Observance so that we can discuss your responsibilities and plan so that you meet course obligations and requirements.
- Please make an appointment to discuss with me any requests for exceptions to these policies.
- When life gets in the way: Problems? An unexpected emergency? Struggling with health or family issues? Such situations may affect your performance in this class. I understand this and will work with you to minimize their impact on your learning and your grade. I can only do this, however, if I know that there is a problem. If you come to me at the end of the semester (or after the semester is over) to explain why you failed the first exam, there is nothing I can do. Please come to me as early as possible and before the exam or due date to tell me what is going on so that I can try to help. Please know that I hold these conversations in confidence.

Exams:

Exams given during the semester and the final exam will cover material from the texts, lectures, handouts, and assignments. The following table details dates, topics and other important information on the exams

Exam Dates and Details

Exam	Dates available	Topics	Point Value	Format	Study Guide & Review Available
Exam I	8:00 a.m. on 1/27/2017 until midnight on 1/28/2017	E-mail, chapters 1-9 in TIA, all TIF, and PowerPoint	100 points	Multiple choice	1/16/2017
Exam II	8:00 a.m. on 2/12/2017 until midnight on 2/13/2017	Word and HTML	100 points	Multiple choice	2/5/2017
Excel Exam	8:00 a.m. on 2/26/2017 until midnight. on 2/27/2017	Excel	75 points	Multiple choice and Excel files	2/17/2017
Access Exam	8:00 a.m. on 3/5/2017 until midnight on 3/6/2017	Access	75 points	Multiple choice and Access files	2/24/2017
Final Exam	8:00 a.m. on 3/9/2017 until midnight on 3/11/2017	Comprehensive	100 points	Multiple choice	2/24/2017
Total Points Possible			450		

Weekly Blogs:

Beginning during the second week of the semester, there will be blogs during the 8 weeks and they will be noted on the Tentative Schedule. These blogs will be on current IS/IT topics and will be posted on a Monday of a particular week. You will have until Friday at 6:00 p.m. of that week to submit. Each submission will be worth a possible 5 points. Be sure you are posting thoughtful contributions. It is your responsibility to keep up with these blogs.

Weekly Blogs Dates and Details

Number	Points Possible	Runs Monday until Friday evening at 6:00 p.m. (Date below is due date)
1	5 points	1/20/2017
2	5 points	1/27/2017
3	5 points	1/27/2017
4	5 points	2/3/2017
5	5 points	2/3/2017
6	5 points	2/17/2017
7	5 points	2/17/2017
8	5 points	2/24/2017
9	5 points	2/24/2017
10	5 points	3/3/2017
11	5 points	3/3/2017
12	5 points	3/10/2017
13	5 points	3/10/2017
Total Possible Points	65	

Assignments:

The due dates for all the Assignments are listed on the **Tentative Schedule**, but may be subject to change as course work proceeds, with any changes always in the students' favor. The documents including instructions you will need for the assignments will be in MyGateway and made available to you based on the information on the table below and on the **Tentative Schedule**. You will have 2 chances to upload in MyGateway prior to the due date. **Both the documents with instructions and your ability to upload disappear after the due date, which will always be on a Friday at 6:00 p.m. No assignments will be accepted for credit after due date.** Be sure that all the work you turn in is your own. There are many ways to check the authenticity of a student's work. See the Academic Honesty discussion below. **Please be sure you look at the descriptions with the Assignment document to be sure how to turn in the deliverable for each assignment.**

Assignment Dates and Details

Assignment	Due Date	Point Value	Deliverable
E-Mail	1/20/2017	40 points	E-mail submission
Concepts	1/27/2017	40 points	File uploaded to MyGateway
Discussion Boards	#1: 1/27/2017 #2: 2/3/2017 #3: 2/24/2017 #4: 3/3/2017 #5: 3/10/2017	10 points per component	Responding to topics within your group in MyGateway
PowerPoint	2/3/2017	50 points	Creating a presentation on e-commerce
Word	2/10/2017	50 points	Files uploaded to MyGateway
Web Page	2/17/2017	75 points	index.html file inside public_html folder on the L drive
Excel	2/24/2017	50 points	Files uploaded to MyGateway
Access	3/3/2017	50 points	Files uploaded to Gateway
Total Points Possible		405	

Intro Projects:

Below are details of the projects meant to “**intro**”duce you to the applications. These projects are described like an assignment and will be uploaded into MyGateway. Collaboration is permitted, but each student must upload their own project and descriptions for these projects are detailed below. These Intro Projects are difficult and will get you to jump right in to the applications.

Intro Project Dates and Details

Project	Date	Point Value	Description
Word	Due 2/3/2017	20	Word file to be uploaded into MyGateway
HTML	Due 2/10/2017	20	.html file uploaded into MyGateway
Excel	Due 2/17/2017	20	Excel file to be uploaded into MyGateway
Access	Due 2/24/2017	20	Access file to be uploaded into MyGateway
Total Points Possible		80	

Disability statement:

Students requiring special accommodations should meet with me during office hours so that we can discuss how to meet your needs this semester. Prior to our meeting be sure you have met with someone in Disability Access Services (MSC 144).

Academic Honesty:

Plagiarism is the use of another person's words or ideas without crediting that person. Plagiarism and cheating will not be tolerated and may lead to failure on an assignment, in the class, and dismissal from the University.

View this campus policy here:

<http://www.umsl.edu/services/academic/assets/PDFs/Dishonesty-Rev-9-08.pdf>

Civility:

- Silence cell phones during class. Adherence to the Student Conduct Code is expected.
- My commitment is to create a climate for learning characterized by intellectual diversity and a respect for each other and the contributions each person makes to class. I ask that you make a similar commitment.
- I am committed to insuring a positive learning environment by respecting that University policy:
http://www.umsl.edu/studentlife/dsa/student_planner/policies/positive.html

Important Dates: Spring Semester 2017

Check out the following link for the academic calendar:

http://www.umsl.edu/services/academic/publications/academic_calendar.html

Campus Safety

- All members of the UMSL community are invited to register their cell and office phone numbers to receive notification of any pending danger on campus. Find instructions here:
<http://www.umsl.edu/~safety/police/notification/index.html>
- In the event of an emergency on campus, call Campus Police at 314.516.5155. A call to 911 on a cell phone only, will go to the St. Louis County Police. The St. Louis County Police will notify UMSL Police, but this may cause a delay in response. Campus Police know the best way to escort emergency vehicles to locations on campus.
- If you do not feel comfortable walking to a parking lot, MetroLink stop, or anywhere else on campus, contact the Campus Police for an escort: 314.516.5155.

This syllabus may be revised at the discretion of the instructor without prior notification or consent of the student.

Tentative Schedule

Comments: Be sure to look for an Announcement every Monday morning during the 8 weeks for any changes and also to re-iterate what is being covered and what is due.

Weekly Information:	Topics	Comments:
1/16/2017	<ol style="list-style-type: none"> 1. Course Introduction: MyGateway, syllabus review, check for Panopto tour 2. Looking at Pearson Resources 3. Chapters 1-9 in Technology in Action 4. Lecture on e-mail 	Assignments available: E-mail, Concepts and all Discussion Board forums Blog 1 due 1/20/2017 **E-Mail due: 1/20/2017** Study Guide & Panopto Available: Exam I
1/23/2017	Exam I: runs from 8:00 a.m. on 1/27/2017 until midnight on 1/29/2017	Assignment available: PowerPoint Assignment available: Word Blog 2 and Blog 3 due 1/27/2017 **Concepts due: 1/27/2017** **Discussion Board #1 due: 1/27/2017**
1/30/2017	Intro Project: Word Intro Project due 2/3/2017 at 6:00 p.m.	Blog 4 and Blog 5 due 2/3/2017 **PowerPoint Assignment due 2/3/2017** **Discussion Board #2 due 2/3/2017** Assignment available: Web Page Study Guide & Panopto Available: Exam II
2/6/2017	Intro Project: HTML Intro Project due 2/10/2017	**Word due 2/10/2017** Assignment available: Excel
2/13/2017	Exam II: runs from 8:00 a.m. on 2/12/2017 until midnight on 2/13/2017 Intro Project: Excel Intro Project due 2/17/2017	Blog 6 and Blog 7 due 2/17/2017 **Web Page due: 2/17/2017** Study Guide & Panopto Available: Excel Exam
2/20/2017	Excel Exam: runs from 8:00 a.m. on 2/26/2017 until midnight on 2/27/2017 Intro Project: Access Intro Project due 2/24/2017	Blog 8 and Blog 9 due 2/24/2017 **Discussion Board #3 due 2/24/2017** **Excel due: 2/24/2017** Assignment available: Access Study Guide & Panopto Available: Access Exam Study Guide & Panopto Available: Final
2/27/2017	Access Exam: runs from 8:00 a.m. on 3/5/2017 until midnight on 3/6/2017	Blog 10 and Blog 11 due 3/3/2017 **Discussion Board #4 due 3/3/2017** **Access Due 3/3/2017**
3/6/2017	Final Exam: runs from 8:00 a.m. on 3/9/2017 until midnight on 3/11/2017 Final Exam is comprehensive.	Blog 12 and Blog 13 due 3/10/2017 **Discussion Board #5 due 3/10/2017**