

Information Systems 1800

Computers and Information Systems

Fall 2010

On-Line Section

Course Instructor: Mimi Duncan

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Office: 225 CCB

Office Hours:

Office number: 314.516.6282

Tuesdays and Thursdays 9:45 a.m. to 10:45 a.m.

Web page:

www.umsl.edu/~mduncan

(virtual office hours will be posted)

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.
- Effective communication using computer technologies including electronic mail.

Course Materials:

Required Books:

Shrink-wrapped custom book from Pearson that includes:

Technology in Action, 7th Edition

Windows 7 Introduction

Skills for Success with Microsoft Office 2007

Compact Guide to Web Page Creation and Design

There will also be a link and codes for an e-book chapter and additional on-line resources.

Recommended:

flash drive or thumb drive to ease file portability

IS 1800/2800 Tutors:

There are tutors available holding office hours in SSB 103 and SSB 452 for all students enrolled in IS 1800 and IS 2800. The office hours for the tutors will be available on-line as a link from the IS 1800 web page (<http://www.umsl.edu/%7Emduncan/tutor.html>). New for the Fall 2010 semester, tutors will have PRONTO! running so you can ask questions via that application. Further information will be posted on the web link above. These tutors are resources for students, but will not teach course content. Preparation and class attendance are still essential. If the tutors are unable to answer your questions, please see your instructor during office hours. The general staff in the computer labs are not tutors, but can help with machine problems, etc.

Grades:

During the course of the semester, exams, and assignments will be given. The total points available during the semester will be **1,000**. The exams will total 500 points and the assignments will total 500 points. In General, letter grades will be given as follows. Incremental grades will occasionally be considered.

900 to 1,000	A
800 to 899	B
700 to 799	C
...and so on	

Point values will be assigned as follows:

Exams:

Exam I	150 points
Exam II	150 points
Excel Exam	100 points
Final Exam (comprehensive)	200 points

Assignments:

E-Mail	30 points
Computer Concepts	30 points
Word	50 points
Web Page	75 points
Excel	50 points
Access	50 points
Discussion Board (3 parts)	75 points
Attendance Quizzes (10)	40 points

Total **1,000 points**

Panopto Recordings in MyGateway:

It is anticipated that there will be one recording per week posted in the On-Line MyGateway site. The recording will follow a PowerPoint lecture that will be also posted under Course Documents, on the relevant topics. There will also be recordings that walk you through the skills for that week. For example, if Word is being taught, the Skills for Success files will be used to demonstrate the lesson in the Skills for Success text. These recordings will be available at the beginning of the week and will always be available for review. The Tentative Schedule will be the guide as to the order of topics/applications.

Exams:

The **exams** given during the semester and the final exam will cover material from the texts, lectures, handouts, and assignments. On-Line exams will be available for 24 hours on the day listed in the Tentative Schedule. Once you have logged on to begin the exam, you will have 45 minutes to complete. **Navigating away from the exam screen during the exam will not allow you to submit your answers and you will not get a grade for that assessment.** The feedback feature will be available for 12 hours, running from 8:00 a.m. to 8:00 p.m., after the date of the exam. The protocol for asking questions on correct/incorrect answers will be posted during the time when the feedback is available.

Assignments:

Assignments will be given periodically during the semester. The due dates are listed on the Tentative Schedule, but may be subject to change as course work proceeds. The documents for the assignments will be in MyGateway. The assignments will be posted, as appropriate, based on the Tentative Schedule. **No assignments will be accepted for credit after due date.** Please 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.

Disability statement:

If anyone has a health condition or disability, which may require accommodations in order to effectively participate in this class, please contact the **Disability Access Services Office in 144 Millennium Student Center at 516.6554.** Information about your disability will be regarded as confidential.

Policy Statements:

University policy clearly defines the requirements for academic honesty and defines disciplinary actions to which a student may be subject if these requirements are violated.

All students are expected to respect their classmates, the instructor and the university. Civility is a basic requirement.

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

General Information:



College of Business /Second Floor Secretary: Karen Walsh 211 CCB 314.516.6267

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Mail Room: 210 CCB

Tentative Schedule

Week #	Topic	Comments
Week of 8/23	Introduction: 1. MyGateway, K drive, e-book registration 2. Syllabus discussion 3. Optional Waiver Exam: On-campus only	Assignments available: E-mail and Concepts
Week of 8/30	1. Chapters 1 and 2 Tech in Action (TIA) 2. The History of the PC 3. File Management (part of chapter 5 in TIA) 4. Start in Skills for Success and Windows 7	Semester Long Discussion Board assignment released with all forums
Week of 9/6	1. E-Mail and Netiquette 2. Chapters 4, 5, 6 and 9 in TIA 3. PowerPoint begins 4. Review for Exam I	Study Guide posted Panopto Exam Review posted **E-Mail due on 9/9/10**
Week of 9/13	1. Exam I: available all day on 9/16/2010, check for password in MyGateway 2. PowerPoint continues	
Week of 9/20	1. Results from Exam I: feedback available from 8:00 a.m. to 8:00 p.m. on 9/21/10 2. Word all week	**Concepts due: 9/21/10** Assignment available: Word
Week of 9/27	1. Chapters 3, 7 and 8 in TIA 2. Current topics in IS to be determined	**Discussion Board #1 due on 9/28/10**
Week of 10/4	1. Introduction to HTML with text and KompoZer template 2. Source code review and web page development	**Word due on 10/5/10** Assignment available: Web Page
Week of 10/11	1. Web page development continues 2. PowerPoints from guest speakers posted 3. Review for Exam II	Study Guide posted Panopto Exam Review posted
Week of 10/18	1. Exam II: available all day on 10/21/2010, check for password in MyGateway 2. Excel begins	**Web page due on 10/26/10** Assignment available: Excel
Week of 10/25	1. Results from Exam II: feedback available from 8:00 a.m. to 8:00 p.m. on 10/26/10 2. Excel continues	Study Guide posted
Week of 11/1	1. Excel finishes and workday 2. Review for Excel Exam 	**Discussion Board #2 due on 11/4/10** Panopto Exam Review posted
Week of 11/8	1. Excel Exam: available all day on 11/9/10, check for password in MyGateway 2. Virtual class: instructions will be available 3. Access begins	Assignment available: Access
Week of 11/15	1. Results for Excel Exam: feedback available from 8:00 a.m. to 8:00 p.m. on 11/16/10 2. Access again	**Excel Assignment due on 11/18/10**
Week of 11/22	Thanksgiving Break 	
Week of 11/29	1. Access concludes with workday 2. E-Commerce discussion with PowerPoint development in groups	**Access assignment due on 12/2/10** Study Guide posted
Week of 12/6	1. Ethics discussion and IS/IT topics in groups 2. Review for Final Exam	Audio file for exam review will be available in Common MyGateway site **Discussion Board #3 due on 12/9/10**
Week of 12/12	Final Exam available all day on 12/14/2010, check MyGateway for password	