

INFSYS 1800

Computers and Information Systems

Fall 2009

Section 1

Instructors and class meeting times:

<i>Section #</i>	<i>Days</i>	<i>Time</i>	<i>Room</i>	<i>Instructor</i>	<i>Reference #</i>
001-RSD	M/W	8:00 a.m. to 9:15 a.m.	CCB 003	Solomon	10379

Office Hours: CCB 236, 9:30 – 11:30 AM on Mondays.

Email: ssbcd@umsl.edu

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, 6th Edition
Skills for Success with Microsoft Office 2007
Compact Guide to Web Page Creation and Design

There will also be a link for additional on-line resources.

Recommended: flash drive or thumb drive to ease file portability

INFSYS 1800/2800 Tutors:

There are tutors available holding office hours in SSB 103 and SSB 452 for all students enrolled in INFSYS 1800 and INFSYS 2800. The office hours for the tutors will be available on-line as a link from the INFSYS 1800 web page (<http://www.umsi.edu/%7Emduncan/tutor.html>). 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 700 points and the assignments will total 300 points.

Point values will be assigned as follows:

Exams:

Exam I	200 points
Exam II	200 points
Excel Competency Exam	100 points
Final Exam	200 points

Assignments:

E-Mail	30 points
Powerpoint	30 points
Word	40 points
Web Page	100 points
Excel	50 points
Access	50 points

Total 1,000 points

Exams:

The exams given during the semester and the final exam will cover material from the texts, lectures, handouts, and assignments. **There will be no make-up exams. A grade of 0 will be given for any missed exam. The Final Exam is comprehensive.**

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. Assignments must be turned in during the class period on the due date. Each assignment must be turned in with the proper format. Assignments should reflect the student's own work. *There are many ways that an instructor can verify 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.

Attendance:

Regular attendance is necessary to be successful in this course. Attendance will be taken starting in the second week of the semester. One absence will be allowed. After that, **10 points** will be deducted for every class session missed.

Class participation:

It is essential that you come to class prepared with the proper text and other necessary materials. You should be ready to take part in class discussions. During almost every class period, hands-on computer time will be allocated to practice what has been taught. In addition to class participation, you will spend time outside of class to complete your assignments and to build skills. You must practice in order to achieve proficiency in the software packages.

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. Cell phones, pagers, personal digital assistants and MP3 players should not be used during class time. This syllabus may be revised at the discretion of the instructor without prior notification or consent of the student.

General Information:

Course Coordinator: Mimi Duncan 225 CCB 516.6282

Office hours: 9:45 until 10:45 a.m. T/R or by appointment

E-mail: duncan@umsl.edu web page: www.umsl.edu/~mduncan This page contains links to the INFSYS 1800 page as well as instructors' information, tutor office hours, and e-mail links.

Business School/Second Floor Secretary:

Karen Walsh 211 CCB 516.6267

E-mail: karen_walsh@umsl.edu

Fax Number: 516.6827 Mail Room: 210 CCB

CALENDAR: FALL SEMESTER, 2009**AUGUST**

24 Monday: Classes begin 8:00 a.m.

30 Sunday: Last day any student may enroll (enter a course for credit).

Last day Registrar's Office will automatically move students from the wait list to open sections.

SEPTEMBER

05 Saturday: Labor Day Holiday Begins 5:00 p.m.

08 Tuesday: Classes resume 8:00 a.m.

21 Monday: Last day to drop a course or withdraw from school without receiving a grade.

Last day any student may place a course on Satisfactory/Unsatisfactory basis.

OCTOBER

19 Monday: Mid Semester.

NOVEMBER

16 Monday: Last day a student may drop or withdraw from a course with a grade.

21 Saturday: Fall Break (Thanksgiving Holiday) begins at 5:00 p.m.

30 Monday: Classes resume 8:00 a.m.

DECEMBER

12 Saturday: Classes end 5:00 p.m.

14 Monday: Final examinations begin.

19 Saturday: Fall Semester closes, end of day.

19 Saturday: Mid-Year Commencement.

Tentative Schedule

Class #	Topic (subject to change)	Assignment, etc.
1	Introduction, MyGateway, Syllabus discussion, K drive, e-mail set up, other on-line resources and Practice Test	
2	BA 1800 Placement Exam (not mandatory)	
3	Chapters 1 and 2 Tech in Action (TIA),	
4	File Management (part of chapter 5), Windows Explorer, My Computer, Folders and Start! In Skills for Success	
5	E-Mail	
6	Chapters 4, 5, and 6 TIA Review for Exam I	
7	Chapter 9 TIA	
8	Exam I	
9	Results from Exam I PowerPoint begins	
10	PowerPoint ends Word begins	
11	Word again	
12	Word concludes with partial workday Chapters 3, 7, and 8, TIA	
13	Introduction to HTML with text and KompoZer template, source code review and web page development	
14	Guest Speaker (may be another day)	
15	Web page again	
16	Web page workday Review for Exam II	
17	Excel begins	
18	Exam II	
19	Exam II results Excel again	
20	Excel continues	
21	Excel Finale Review for Excel Exam	
22	Excel workday	
23	Excel Competency Exam	
24	Excel Exam Results Access begins	
25	Access Again	
26	Access finale and workday	
	Thanksgiving Holiday	
27	E-Commerce discussion with group PowerPoint presentations	
28	Ethics discussion	
29	IS/IT Topics, Course Evaluation	
30	Last class and Review for Final Exam	

Final exams will follow the schedule at the following link:

<http://www.umsl.edu/~registration/assets/pdfs/finalschedule/fs2009finals.pdf>