MIS 113 – Applied Information Processing
Spring 2012

Introduction to the Course

Course Description
An applied course designed to meet the needs of today's college students across the disciplines. Topics include, but are not limited to: computers based training techniques and on-line testing, E-mails and attachments, on-line conferences, delimited web-based research techniques, software applications, e-slides and web page presentation/publishing tools, and report writing documentation.
3 Credit Hours

Course Requirements
Pre-requisite: None

Textbook & Other Course Materials
Go! with Microsoft Office 2010 Volume 1, Gaskin, Ferrett, Vargas & McLellan (2010), Pearson Publishing ISBN: 0-13-245446-7

A storage device such as a memory stick to store or save weekly projects is required. A 2 GByte memory stick is sufficient.

Key Dates:
Beginning Date: January 23, 2012
Last Day to Add or Drop: January 27, 2012
Last Day to Drop without Record: February 2, 2012
Ending Date: May 11, 2012

Course Goal
The course goal has been determined from a task force that developed the ***General Education Learning Outcome Goals - Goal Four:*** Students will utilize technology in learning, problem solving, and communication.

The result of taking courses related to this goal, students will:
- Produce documents using word processing software.
- Communicate with others via computers.
- Analyze numerical information using appropriate software.
- Locate needed information using computer platforms.

Specific Course Objectives
- **E-Mail:** The student will demonstrate the ability to create and view messages; manage messages and create and manage contacts.
- Web Instruction: The student will demonstrate the ability to navigate a web instruction site; take on-line testing; use an on-line discussion delivery method; and submit homework through web instruction.
- **Windows:** The student will have the ability to work with multiple windows; organize files and folders; search for files and folders; work with storage devices and demonstrate knowledge in basic user management and shut down procedures.

- **Word Processing:** The student will have the ability to insert and modify text into a document; create and modify paragraphs; format documents; manage documents; and work with graphics.
- **Spreadsheets:** The student will demonstrate ability in working with cells and cell data; format and print worksheets; modify a workbook; create and revise formulas; create and modify graphics.
- **Presentation:** The student will demonstrate the ability to create a presentation; insert and modify text within a presentation; insert and modify graphics within a presentation; print a presentation; work with data from other sources which will include importing and/or exporting files; and manage and deliver a presentation.
- **Internet:** The student will demonstrate the ability to navigate the Internet; create a topical search; and evaluate web content for validity.

General Education Philosophy and Outcome Goals

Wolakolkiciyapi, Learning the Lakota Way of Life in Community, and the general education core of Oglala Lakota College provide opportunities for students to acquire and apply the skills and tools to demonstrate and gain knowledge. Students will become effective life-long learners and healthy contributing members of their diverse local and global communities

Oglala Lakota College is committed is to providing the opportunity for students to acquire the skills and knowledge necessary to appreciate and understand the impact of modern technology on our lives, societies and environments.

Reporting of course assessment results. Two measures of assessment will be collected to demonstrate fulfillment of Goal Four of the General Education Philosophy and Outcome Goals. These measures will be the final examination score and a selected assignment of the student's work.

Grading Policies
MIS 113 is a general education course of the Information Technology degree. We require a minimum grade point average (GPA) of 2.0 in the major is required for successful completion of the Information Technology Degree. This policy is extended to the Applied Information Processing course with the belief that average performance is minimal to successful completion of the course.

Scale			Weight of Assignments, Participation, Other Assessments	
90-100	A		Weekly Individual Assignments	50%
89-90	B		Tests and Exams	40%
70-79	C		Weekly Discussions or Synchronous Meetings	10%
78-59	F			

Course Assignments

Individual Assignments & Projects

Students are expected to complete weekly individual assignments in a timely manner. Each week will present to you in an Assignments link in Moodle course the topic and content expectations of the assignment for the week. All assigned readings must be completed each week and before each meeting.

Asynchronous Meetings

Students are expected to complete weekly discussion forms in Moodle in a timely manner. Your instructor will facilitate these weekly discussions.

Quizzes, Tests, Exams, Other Assessments

Quizzes, tests, exams and other assessments will be presented to the student during the course. These assessments will be clearly identified in *Moodle* course site with information about how and when the assessment will be accomplished.

Minimum Technical Requirements:

- Access to email and the Internet
- Internet browser *Internet Explorer* version 8 or greater, or *Firefox* 8.0 or greater, or another equivalent level of browser.
- Current version of Windows Vista or Windows 7.
- Current version of Microsoft Office version 2007 or 2010.

Time Commitment and Weekly Interactions Requirements

To be successful in this online course, you must be willing to allocate sufficient time to access course materials, participate in online classes and discussion groups, and complete all of the assignments. Similar to traditional classroom courses, you will interact with the content, your teacher, and your classmates on at least a weekly basis through course assignments, synchronous meetings, and asynchronous discussion as indicated in this syllabus. During this course, you should schedule 12 to 15 hours per week.

Attendance Policy (summarized from student handbook, page 6)

The OLC Attendance Policy states, "A Student may be dropped from a course after three consecutive absences at the discretion of the instructor, (and will be dropped after a total of five absences). The instructor must submit a drop card or a letter grade of an "F" to the Registrar's Office."

Whenever possible, students should notify the instructor of the intended absence in advance. Additional absences may be granted at the discretion of the instructor and will be considered only when appropriate documentation has been presented within one week of the absence.

There will be no reinstatements after the student has been dropped after five absenses.

Academic Integrity Policy

The Oglala Lakota College community is committed to provide you with the greatest opportunities to learn and to apply what you learn to the needs of your organization. Together we hold to the values of truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. We also recognize that academic dishonesty detracts from the value of an Oglala Lakota College degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form.

Electronic Devices in Class
Cellular phones, pagers, CD players, radios and similar devices are prohibited in the classroom and computer labs.

Policy on Late Assignments
Weekly assignments are to be completed on time. The course schedule is organized around a weekly cycle of written assignments. I have established a date-time period for the due date of all assignments. That date and time assignments are due is midnight the day before your class meets. Your weekly cycle will be a seven-day period beginning the day of your class. For example, if the class meets Tuesday, your weekly cycle begins Tuesday and ends Monday. I do however; recognize the demands upon a student's time at work or family. Please inform me when you will be late or unable to attend class and a reason your assignment will be submitted late. You will be allowed one "Pass" during the term of the course. The next late submission will be reduced by one letter grade or 10% and recorded as an absence from class. You are expected to make-up any late or missing assignments.

Rubrics Used for Grading Assignments (Scoring Sheets)
Each assignment required in the course will be assessed (graded) using a rubric designed for that assignment. For example, all written exercises will have a grading rubric; all computer lab exercises will have a grading rubric. Each of these rubrics is posted in Moodle.

Examination Policy
Make-up tests will **not** be allowed without prior arrangements being made before the testing period. There will be no exceptions to this policy. It is essential that you plan your personal schedule to guarantee that you can take the tests at the designated times. Testing dates are published in the course calendar attached to this syllabus.

Preparation for Examinations: Attend class periods (classroom and virtual) and read the chapters. Most of the questions are taken directly from the reading material.

Policy on Plagiarism or Cheating
This program is designed to give you the greatest opportunities to learn and to apply what you learn to the needs of your organization. Part of this learning process includes the review and integration of the work of others with your thoughts and ideas. In this process, there is no room for plagiarism, which robs you of meaningful learning and is unfair to the original author.

Plagiarism is an ethical violation that is not tolerated at OLC. Oglala Lakota College faculty and staff are fully aware of the many on-line resources now available, and we encourage you to focus on learning rather than the inappropriate use of another person's work without proper citation. You are responsible for understanding plagiarism

All assignments of this course must be fully and completely written by the student who submits the paper for a grade. These assignments include but not limited to: vocabulary, short answer essays, lists, laboratory projects, etc. To summarize, all written work and assignments must be the work of the student who submits the assignment for a grade.

If you have questions or comments about plagiarism, how too most effectively learn in this course or other issues; do not hesitate to contact your instructor, and academic adviser, or the program director.

OLC Attendance Policy and Satisfactory Progress
The OLC Attendance Policy states, "A Student may be dropped from a course after three consecutive absences at the discretion of the instructor, (and will be dropped after a total of five absences). The instructor must submit a drop card or a letter grade of an "F" to the Registrar's Office." This policy will be applied in this course.

Each instructor is requested to submit a weekly attendance sheet to the college center where the course is taught. A weekly progress report will also be submitted with each attendance sheet. Each student should be progressing satisfactorily through the course. Satisfactory progress is defined as the student having submitted the past week's assignment on time and has been awarded a passing score. After three consecutive weeks of unsatisfactory progress an attempt will be made help the student remedy the situation

Class or Assignment Cancellation
Notification of a class cancellation will be made through E-mail, Moodle, and through the College Center where the class is held. However, the materials for this course are available on Moodle – 24/7. Events such as snowstorms rarely last more than two or three days allowing students access to College Center Computer Labs each day during the week making the cancellation of class assignments unnecessary.

Incomplete or Change of Grade Policy
Students will not be given an incomplete grade or a change of a grade in this course without sound reason and documented evidence of why the course assignments could not be completed as described in the course syllabus. In any case, for a student to receive an incomplete or a change of a grade, he or she must be demonstrating passing work, must have completed a significant portion of the course and submit in writing a request for an extension to your instructor before the end of the course. The grade awarded at the end of the course will be the grade earned during the semester.

Electronic Information Resources Acceptable Use Policy
Students are expected to uphold the school's Electronic Information Resources Acceptable Use Policy. (See the Student Handbook)

End of the Semester Course Evaluation
At the end of the course, students will receive an automated email invitation to submit an on-line evaluation of the course and instruction provided. All submitted course evaluations are confidential, and only aggregate data and comments will be shared with the instructor and program director. Your thoughts are vitally important to Oglala Lakota College in our efforts continuously to improve our programs.

Navigating the Course
Getting Started
> The electronic classrooms for this course are located on *Moodle*. To gain access to the course you need your Student ID (username) and password.

> **Virtual Campus**
> - ✓ Open your Internet browser to the Olglala Lakota College Home Page
> - ✓ Select the **Quick Links – Moodle** menu option
> - ✓ Login with your Username and Password
> - ✓ The Welcome page will list your current courses
> - ✓ Select this course and enter the *Moodle* classroom

Communicating Electronically

Netiquette Expectations

Always practice Internet Etiquette when communicating electronically. The purpose of communicating electronically in an online course is to share information.

- Be respectful of other participants, their time, their bandwidth, and their opinions.
- Remember that you are communicating with people who do not have the advantage of seeing your body language or hearing your voice inflections, and who may interpret your message differently than you intended.
  - ✓ Using all caps may be interpreted as shouting.
  - ✓ Use humor and sarcasm carefully (we can't see the twinkle in your eye); add emoticons to provide a visual representation of your intent.
  - ✓ Keep your critiques constructive; antagonistic criticism is called "flaming" and may cause an unwanted reaction.
- Remember that you are judged by the quality of your writing.
  - ✓ Spelling and grammar do count.
  - ✓ Be coherent and succinct.
  - ✓ Do not plagiarize; respect copyrights.
  - ✓ Do not depend on a single source when contributing new information from external resources.
  - ✓ Be professional.

Sending and Receiving email

The instructor(s) will respond to all inquiries, questions, and other electronic correspondence within a timely, but not necessarily immediate, manner. Most electronic communications will be answered within 24 hours. All email messages from the instructor(s) will be sent to the student's Oglala Lakota College's email address. To avoid having your message mistakenly identified as SPAM, please identify the course in the subject line [mis 113].

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Lakota Perspective

Conduct of this course will be based on the values of mutual respect and generosity, seeking to advance each individual's knowledge through their continuing had work (fortitude); to learn and demonstrate new information, skills and viewpoints by helping class members (bravery); all in an environment of complete truthfulness, trust and integrity.

Students will be aware of the user of computers and the various software programs used in the various offices such as the BIA and Tribal Offices. Students will also see the importance of good program management through the use of computers that will increase the efficiency of information.

Disability

If you have a disability and are in need of assistance to successfully complete this class please contact Ruth Cedar Face, OLC Coordinator of Support Services, at 455-6040.

Disclaimer

Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. However, the syllabus is not a contract between the Oglala Lakota College and any student. The instructor reserves the right to make necessary changes in course content and/or the instructional technique without notice or obligation.

The Overview of the Course

Week #	Textbook	Topic
Week 1	In Class Demonstration	E-mail
Week 2	In Class Demonstration	Online Course Content
Week 3, 4 & 5	Microsoft Office 2010 Word Section	Word Processing
Week 6 & 7	Microsoft Windows Win7	Windows 7
Week 8	Mid Term Exam	
	Spring Break	
Week 9, 10 & 11	Microsoft Office 2010 Spreadsheet Section	Spreadsheet
Week 12	Microsoft Internet Explorer	Web Browsing
Week 13 & 14	Microsoft Office 2010 Power Point Section	Electronic Slides
Week 15	Final Exam	