
Calumet College



of Saint Joseph

You Belong!
ccsj.edu

COURSE SYLLABUS

Term: Fall 2016 (2016-1) (September 6 - December 17)

Course: CMIS115X

Instructor Information:

Instructor Name	Br. Jim Ballmann C.P.P.S.
Office Number:	410
Phone Number:	219-473-4365
Email:	jballmann@ccsj.edu
Hours Available:	8:30 - 11:30 & 1:00 - 4:00
Instructor Background: BA in Philosophy, St. Joseph's College BS in Computer Information Systems, Calumet College of St. Joseph MS in Instructional Design, Purdue University Calumet	

Course Information:

Course Time:	Wednesday 7:00 PM – 10:00 PM
Classroom:	260
Prerequisites:	None
Required Books and Materials:	Practical Computer Literacy, 4th Edition, June Parsons, Dan Oja, ISBN: 978-1-285-07677-5
Learning Outcomes/ Competencies: Students in this course will gain insight into the fundamentals of: <ul style="list-style-type: none">• Systems software• Applications software• Systems hardware components• Literacy of technology	
Course Description: The Windows graphic user interface is explored in respect to its functions and capabilities. Application software written for the Windows environment is introduced during the term. The underlying theories of	

information systems, programming and programming logic are explored.

Learning Strategies:

Lectures, in-class discussions, reading the required text material, lab work, completing projects, and completing the tests will be the delivery methodology for this course's learning experiences.

Experiential Learning Opportunities:

You will gain practical experience by using Microsoft Word to create and edit a document; by using Microsoft Excel to create a spreadsheet and graph on the spreadsheet data; and by using Microsoft Access to create and report from a database. You will also create a hands-on project for each topic.

Assessments:

Assessments:																											
Major Assignments:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Projects</td> <td style="text-align: right;">5% of grade</td> </tr> <tr> <td>Tests</td> <td style="text-align: right;">25% of grade</td> </tr> <tr> <td>First Exam</td> <td style="text-align: right;">30% of grade</td> </tr> <tr> <td>Final Exam</td> <td style="text-align: right;">40% of grade</td> </tr> </table>	Projects	5% of grade	Tests	25% of grade	First Exam	30% of grade	Final Exam	40% of grade																		
Projects	5% of grade																										
Tests	25% of grade																										
First Exam	30% of grade																										
Final Exam	40% of grade																										
Grading Scale:	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Grade</th> <th style="text-align: center;">Points</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">A</td><td style="text-align: center;">100-92</td></tr> <tr><td style="text-align: center;">A-</td><td style="text-align: center;">91-90</td></tr> <tr><td style="text-align: center;">B+</td><td style="text-align: center;">89-88</td></tr> <tr><td style="text-align: center;">B</td><td style="text-align: center;">87-82</td></tr> <tr><td style="text-align: center;">B-</td><td style="text-align: center;">81-80</td></tr> <tr><td style="text-align: center;">C+</td><td style="text-align: center;">79-78</td></tr> <tr><td style="text-align: center;">C</td><td style="text-align: center;">77-72</td></tr> <tr><td style="text-align: center;">C-</td><td style="text-align: center;">71-70</td></tr> <tr><td style="text-align: center;">D+</td><td style="text-align: center;">69-68</td></tr> <tr><td style="text-align: center;">D</td><td style="text-align: center;">67-62</td></tr> <tr><td style="text-align: center;">D-</td><td style="text-align: center;">61-60</td></tr> <tr><td style="text-align: center;">F</td><td style="text-align: center;">59 and below</td></tr> </tbody> </table>	Grade	Points	A	100-92	A-	91-90	B+	89-88	B	87-82	B-	81-80	C+	79-78	C	77-72	C-	71-70	D+	69-68	D	67-62	D-	61-60	F	59 and below
Grade	Points																										
A	100-92																										
A-	91-90																										
B+	89-88																										
B	87-82																										
B-	81-80																										
C+	79-78																										
C	77-72																										
C-	71-70																										
D+	69-68																										
D	67-62																										
D-	61-60																										
F	59 and below																										
Class Participation:	You are expected to participate in class discussions and the labs, and complete projects.																										
Tests:	A test is assigned on the reading for each class topic. All tests are to be submitted through Blackboard <i>by the beginning of the class</i> one week after they are assigned. If a test is late, you will receive 50% of the grade.																										
Projects:	There will be a short, project to be completed on the computer at the end of each lab on the current topic. This project is to be printed off and handed in when you sign the project sheet. If you miss a project, contact the instructor on making-up the project.																										
First Exam:	The first exam will be a computer project in the lab. You will apply topics that we covered in the Microsoft Word and/or Microsoft Excel classes to a document and/or a spreadsheet.																										
Final Exam:	The written final exam will be comprehensive and cover the entire textbook. The multiple choice questions will be taken from the tests you completed for each packet.																										

Course Schedule:		
Class Date:	Topic:	Assignment:
Week 1: ===== Sept 7	===== Introduction, Blackboard	=====
Week 2: ===== Sept 14	===== Chapter 1,2 - Packet 01 - Lecture/Lab	===== Test 01
Week 3: ===== Sept 21	===== Chapter 3,4 - Packet 02 - Lecture/Lab	===== Test 02
Week 4: ===== Sept 28	===== Chapter 5,6 - Packet 03 - Lecture/Lab	===== Test 03
Week 5: ===== Oct 5	===== Chapter 7,8 - Packet 04 - Lecture/Lab	===== Test 04
Week 6: ===== Oct 12	===== Chapter 9,10,11 - Packet 05 - Lecture/Lab	===== Test 05
Week 7: ===== Oct 19	===== Chapter 12,13,14 - Packet 06 - Lecture/Lab	===== Test 06
Week 8: ===== Oct 26	===== First Exam	=====
Week 9: ===== Nov 2	===== Chapter 15,16 - Packet 07 - Lecture/Lab	===== Test 07
Week 10: ===== Nov 9	===== Chapter 17,18 - Packet 08 - Lecture/Lab	===== Test 08
Week 11: ===== Nov 16	===== Chapter 19 - Packet 09 - Lecture/Lab	===== Test 09
Week 12: ===== Nov 23	===== Chapter 20 - Packet 10 - Lecture/Lab	===== Test 10
Week 13: ===== Nov 30	===== Chapter 21- Packet 11 - Lecture/Lab	===== Test 11
Week 14: ===== Dec 7	===== Chapter 22- Packet 12 - Lecture/Lab	===== Test 12
Week 15: ===== Dec 14	===== Final Exam	=====

I reserve the right to change this schedule to meet the needs of the class.

Responsibilities	
Attending Class	You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course.
Turning In Your Work	You cannot succeed in this class if you do not turn in all your work on the day it is due.

Using Electronic Devices	Electronic devices are to be used in class for course-related purposes only. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent.
Participating in Class	You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading.
Doing Your Own Work	<p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.</p> <p>PLEASE NOTE: All papers may be electronically checked for plagiarism.</p>
Withdrawing from Class	After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.

Resources	
Student Success Center:	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
Disability Services:	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
CCSJ Alerts:	<p>Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: http://www.ccsj.edu/alerts/index.html.</p> <p>In addition, you can check other media for important information, such as school closings:</p> <p>Internet: http://www.ccsj.edu Radio: WAKE – 1500 AM, WGN – 720 AM, WIJE – 105.5 FM, WLS – 890 AM, WZVN – 107.1 FM, WBBM NEWS RADIO 78 TV Channels: 2, 5, 7, 9, 32</p>