



OGLALA LAKOTA COLLEGE
COURSE SYLLABUS & ADMINISTRATION
Fall Semester 2013
Rebuilding the Lakota Nation through Education
Wounspe Ihuniyan Hci Lakota Oyate Kin Akta Ic'icakagapi Kte Io

Name of Course Applied Information Processing
Department: Math, Science & Technology

Course Number: MIS 113
Credit Hours: Three (yamni)

Location	Day and Time	Instructor	Email	Phone
Piya Wiconi	Lead Instructor	J Dudek	jdudek@olc.edu	
Eagles Nest	Mon 5 - 8	D Legros	dlegros@olc.edu	
He Sapa	Mon 1 - 4	K Good Iron	kgoodiron@olc.edu	
La Creek	Tue 1 - 4	S Saunders	ssaunders@olc.edu	
Wounded Knee	Tue 5 - 8	C Zweig	christzweig@olc.edu	
Pine Ridge	Tue 1 - 4	L Parks	lparks@olc.edu	
Cheyenne River	Tue 5:30 - 8:30	M Stambach	mstambach@olc.edu	
He Sapa	Tue 5 - 8	T Overturff	toverturff@olc.edu	
Pahin Sinte	Wed 5 - 8	B Hornbeck	bhornbeck@olc.edu	
Pine Ridge	Wed 5 - 8	C Zweig	christzweig@olc.edu	
He Sapa	Wed 1 - 4	T Overturff	toverturff@olc.edu	
Pejuta Haka	Thu 5 - 8	W Catches	wcatches@olc.edu	
Cheyenne River	Thu 10:00 - 1:00	A West	awest@olc.edu	

Course Description (Waunspe Oyakapi):

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.

Prerequisites: None

Required Text and Materials:

Shelly Gaskin, Alicia Vargas & Carolyn McLellan (2014). Go! with Microsoft Office 2013, Volume 1, Pearson Publishing ISBN: 978-0-13-314266-2

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

Course Goal:

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.

Learning Objectives (Wounspe Taku Unspepi Kte Kin He Le E):

Upon completion of this course students will be able to:

- **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.

Assessment:

Assessment of student assignments will make use of a rubric for each assignment. These rubrics are available to the student on the Moodle web site for each lesson. Each hands-on demonstration assignment will be worth 20 points.

Instructional Methodology:

The MIS 113 course is a face to face course. Our instructional method will use demonstrations of the skills in each class session followed by a series of hands-on assignments. These hands-on assignments will include an in-class exercise due at the end of the class period. And, out of class exercises due the following class period. We will make use of the various electronic communications technologies each week. These include but not limited to: CD-ROM, jump sticks, Microsoft Office, email and Moodle.

Course Rationale:

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 concepts and skills learned in this course today may be applied to homework assignments tomorrow whatever the chosen field of study of our students.

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.

Homework:

Each student should expect to spend two (nunpa) to three (yamni) hours out of class on reading and homework assignments each week, for every hour of class time (each credit hour), in order to perform satisfactorily. Therefore, if a course is three (yamni) credit hours you should spend approximately six (sakpe) hours outside of the course room on required readings and homework. However, every student differs in their individual skills, educational background, experience, capability and personal goals; the amount of time you must dedicate to out of class work can vary significantly from this national average.

Reading Load:

Reading will include approximately one (wanji) chapter per week, plus handouts.

Type & Amount of Writing Load:

Writing will be manipulation of electronic communication tools. Each class session will have multiple projects assigned to each student.

Lakota Perspective Provided Through:

This course stresses **Wolakotakiciapi** of “learning Lakota ways of life in the community”. This course is based on the values of mutual respect and generosity (woohola na wochantognakapi), seeking to advance each individual’s knowledge through their continuing hard work (fortitude- wowalitake) and willingness to learn new information and viewpoints, as well as to demonstrate it, by speaking in front of the group (bravery-woohitike); all undertaken in an environment of complete truthfulness, trust, integrity and humility. We will do this by embracing the teaching of our ancestors as we learn new ways. (Waunspe wicakiyapi ki iglutanyan ihani unpi kun hena itan waunspe tokeca uha ayin kte.)

Evaluation and Grading:

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		

A = Superior Quality Work = Demonstrated concept mastery by scoring 90% or better.

B = Good Quality Work = Demonstrated concept mastery by scoring 80-89%.

C = Satisfactory Quality Work = Demonstrated concept mastery by scoring 70-79%.

F = Demonstrated concept mastery below the acceptable mark of 69%, which is well below what may be required in the academic world.

W = Withdrawal = A student may withdraw from a course by filling out a Drop Card to be recorded by the Registrar. The student must sign this form if you drop yourself. A Drop Card may/can be filled out and signed by a counselor/instructor for lack of attendance.

College Policy on Grading and Change of Grades:

http://www.olc.edu/local_links/registrar/docs/student_handbook.pdf see page 11

Course Requirements, Expectations or Students:

Because OLC offers classes in three-hour blocks once per week, (for everyone's travel convenience), if you are absent from one OLC class session, it's like missing three classes at another college. (See student handbook).

- Your homework assignments must be turned in on the dates due to get full credit.
- If the Instructor is not present at the beginning of the class, and the College Center Staff has not heard from the Instructor, you should wait at least 30 minutes past the normal start-time and then if the Instructor has still not arrived, you may leave.

Attendance and Tardiness

http://www.olc.edu/local_links/registrar/docs/student_handbook.pdf see page 8

Policies on Academic Honesty

http://www.olc.edu/local_links/registrar/docs/student_handbook.pdf see page 43

Standards of Conduct Policy

http://www.olc.edu/local_links/registrar/docs/student_handbook.pdf see page 38

ADA Policy

http://www.olc.edu/local_links/registrar/docs/student_handbook.pdf see page 37

Electronic Information Resources Acceptable Use Guidelines

http://www.olc.edu/local_links/registrar/docs/student_handbook.pdf see page 41

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.

Moodle

- ✓ Open your Internet browser to the Oglala Lakota College Home Page
- ✓ Select the **Quick Links – Moodle** menu option
 - ✓ Or, key in <http://moo.olc.edu> in the Address box
- ✓ 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].

Electronic Information Resources Acceptable Use Guidelines

We will abide by the Electronic Information Resources Acceptable Use Guidelines http://www.olc.edu/local_links/registrar/docs/student_handbook.pdf see page 41

Additional Course and Department Specifics:

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.

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.

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.

MIS 113 - Weekly Topical Content

Date	Objectives in Weekly Lessons	Assignments	Due
Oko Wanci Week 1 Aug 26	<p>Introduction to the Class, Review Syllabus and Windows - Chapter 1- Getting Started with Windows 8</p> <p>Key Lesson Objective:</p> <ul style="list-style-type: none"> Objective 1: Use File Explorer and Desktop Apps to create a new folder and save a file on a removable storage device 	<p>In Class Assignments:</p> <ul style="list-style-type: none"> Activity 1.01, page 3 Activity 1.04, page 10 Activity 1.05, page 13 	Week 1
Oko Nunpa Week 2 Sep 2	<p>Windows - Chapter 1- Getting Started with Windows 8</p> <p>Key Lesson Objective:</p> <ul style="list-style-type: none"> Objective 6: Use File Explorer to display libraries, folders, and files 	<p>In Class Assignments:</p> <ul style="list-style-type: none"> Do All Activities 1.11 thru 1.21 pages 30 thru 51 Do all activities on your jump drive 	Week 2
Oko Yamni Week 3 Sep 9 Part One	<p>Online Content - OLC Email</p> <p>Key Lesson Goal:</p> <ul style="list-style-type: none"> Demonstrate the ability to create and view e-mail messages Create and manage contacts Manage attachments Update user settings 	<p>In Class Assignments:</p> <p>Demonstrate usage of OLC's email system by logging into Webmail, creating and sending an email to your instructor and replying to an email from your instructor. An attachment will be considered appropriate.</p>	Week 3
Part Two	<p>Online Content - Moodle</p> <p>Key Lesson Goal:</p> <ul style="list-style-type: none"> Demonstrate the ability to manipulate basic Moodle course activities: login and out assignments, tests and discussions 	<p>In Class Assignments:</p> <p>Login to Moodle Discussion – Identity Theft Practice Test</p> <p>Homework Assignments:</p> <p>Discussion – Classroom and Computers Moodle Test</p>	Week 3

Date	Objectives in Weekly Lessons	Assignments	Due
Oko Topa Week 4 Sep 16	<p>Word 2013 - Chapter 1 - Creating Documents with Microsoft Word 2010</p> <p>Key Lesson Goal:</p> <ul style="list-style-type: none"> • Create a flyer with a picture. • Format text, paragraphs, and documents. 	<p>In Class Assignments: Project 1A – Flyer, pg 122</p> <p>Homework Assignments: Project 1C – Photography, pg 163 Project 1E – Documentary, pg 169</p> <p>Discussion – Ease of Use or Plagiarism</p>	Week 4
Oko Zaptan Week 5 Sep 23	<p>Word 2013 - Chapter 2 – Using Tables and Templates to Create Resumes and Letters</p> <p>Key Lesson Goal:</p> <ul style="list-style-type: none"> • Create a resume and a cover letter with tables. Cover letter only will be graded. 	<p>In Class Assignments: Project 2A – Resume, pg 180 Project 2B – Cover letter, pg 195</p> <p>Homework Assignments: Project 2C – Student Resume, pg 219</p> <p>Discussion - Plagiarism</p>	Week 5
Oko Sakpe Week 6 Sep 30	<p>Word 2013 - Chapter 3 – Creating Research Papers, MLA and APA Style</p> <p>DO NOT DO Newsletters, and Mailing Labels</p> <p>Key Lesson Goal:</p> <ul style="list-style-type: none"> • Create a research paper that includes citations and a bibliography. • Demonstrate APA and MLA formatting 	<p>In Class Assignments: Project 3A – Green Paper (MLA), pg 238 Format Green Paper to APA style</p> <p>Homework Assignments: Project 3C – Diet & Exercise (MLA), pg 281 Format Diet & Exercise to APA Style</p> <p>Discussion – Internet Reliability</p>	Week 6
Oko Sakowin Week 7 Oct 7	<p>Mid Term Exam</p>	<p>Comprehensive Test Email, Moodle, Word, and Windows 8</p>	Week 7

Date	Objectives in Weekly Lessons	Assignments	Due
Okon Saglogan Week 8 Oct 14	<p>Excel 2013 - Chapter 1 – Creating a Worksheet and Charting</p> <p>Key Lesson Goal:</p> <ul style="list-style-type: none"> • Create a sales report with an embedded column • Enter text, values and equations • Calculate sums with equations 	<p>In Class Assignments: Project 1A –Sales Report w/ Chart, pg 306 <i>Sparklines not required</i></p> <p>Homework Assignments: Project 1C – Step Sales, pg 354 Project 1E – Gym Sales, pg 360</p> <p>Discussion – Telecommuting</p>	Week 8
Okon Naporinyunka Week 9 Oct 21	<p>Excel 2013 - Chapter 2 – Using Functions, Creating Tables, and Managing Large Workbooks</p> <p>Key Lesson Goal:</p> <ul style="list-style-type: none"> • Analyze inventory by applying statistical and logical calculations to data and by sorting and filtering data. • Summarize the data on multiple worksheets. 	<p>In Class Assignments: Project 2A – Inv Status Report, pg 370 Project 2B – Wkly Sales Sum, pg 392</p> <p>Homework Assignments: Project 2C – Roses, pg 413 Project 2D – Canada, pg 417</p> <p>Discussion – Insider Trading</p>	Week 9
Okon Wikcemna Week 10 Oct 28	<p>Excel 2013 - Chapter 3 – Analyzing Data with Pie Charts and Line charts</p> <p>Key Lesson Goal:</p> <ul style="list-style-type: none"> • Create a spreadsheet with data and a line and pie chart. 	<p>In Class Assignments: Project 3A – Ent Fund Pie Chart, pg 432 Project 3B - Tourism w/ Line Chart, pg 447</p> <p>Homework Assignments: Project 3C – Parks, pg 469</p>	Week 10
Okon Ake Wanci Week 11 Nov 4	<p>Internet Research</p> <p>Key Lesson Goal:</p> <ul style="list-style-type: none"> • Develop online research skills that will enhance the writing process. • Determining reliable vs. unreliable Websites. 	<p>In Class Assignment: Find web resources 5 Criteria for Evaluate Web Pages Evaluate -</p> <p>Homework Assignment: Evaluate -</p>	Week 11

Date	Objectives in Weekly Lessons	Assignments	Due
Okon Ake Nunpa Week 12 Nov 11	PowerPoint 2013 - Chapter 1 – Getting Started with Microsoft Office PowerPoint Key Lesson Goal: <ul style="list-style-type: none"> • Create a new PowerPoint presentation. • Edit and format a PowerPoint presentation. 	In Class Assignments: Project 1A – Company Overview, pg 716 Project 1B – Itinerary, pg 737 Homework Assignments: Project 1C – Glaciers, pg 759 Discussion – Internet & First Amendment	Week 12
Okon Ake Yamni Week 13 Nov 18	PowerPoint 2013 - Chapter 2 – Formatting PowerPoint Presentations Key Lesson Goal: <ul style="list-style-type: none"> • Format a presentation to add visual interest and clarity. • Enhance a presentation with WordArt and diagrams. 	In Class Assignments: Project 2A – Employee Training Presentation, pg 776 Homework Assignments: Project 2B – Event Announcement, pg 798	Week 13
Okon Ake Topa Week 14 Nov 25	Semester Review	Semester Review	Week 14
Okon Ake Zaptan Week 15 Dec 2	Final Exam	NO MAKE UP	Week 15

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, this syllabus should not be considered a contract between Oglala Lakota College and any student. The instructor reserves the right to make changes in course content or instructional techniques without notice or obligation. Students will be informed of any such changes. Additional student rights and responsibilities are outlined in the Student Handbook. http://www.olg.edu/local_links/registrar/docs/student_handbook.pdf