COURSE NO., HOURS, AND TITLE: MSFS 270 – 2 Computers in Funeral Service

PROGRAM MISSION STATEMENT: The mission of the Mortuary Science and Funeral Service program is to challenge students to achieve academic and professional excellence; prepare students to acquire entry level positions in the funeral service profession; provide quality instruction and stay current with trends of the profession; cultivate and maintain excellent relations with local, state, and national organizations; enhance university and community relations; and work toward the continued improvement of the Mortuary Science and Funeral Service program as an ongoing process.

COURSE DESCRIPTION: The student will be given the opportunity to enhance their understanding of the applications of computers to the funeral profession. This course is designed to instill an appreciation for computers as an effective funeral home management tool. This will happen on-line. Prerequisite: restricted to majors.

PREREQUISITE TO: Restricted to the Mortuary Science Major

COURSE OBJECTIVES: Upon satisfactory completion of this course, the student shall be able to:

1. explain what a computer is and how it processes data to produce information;
2. identify the operations of the information processing cycle and explain how the operations of this cycle are performed by computer hardware and software;
3. identify computer hardware and software components;
4. identify potential computer uses and applications;
5. explain the use of applications software packages in the solving of funeral service business problems.

TOPICAL OUTLINE:

Topics
I. Computer History, Architecture, Components
II. Computers as a Business Tool
III. Useful Computer Application
IV The Internet

LECTURE: Online

INSTRUCTOR:
Abel G. Salazar, Graduate Assistant
Mortuary Science and Funeral Service Program
School of Allied Health
College of Applied Sciences and Arts

Office Hours: M W 8:00 – 9:00
Also available by appointment
Office Location: ASA Building - Room 126A
Fax: 618-453-7020
Office Phone: (618) 713-6825
E-mail: salazar@siu.edu
Address: Mortuary Science and Funeral Service
Southern Illinois University
1365 Douglas Drive
Carbondale, IL 62901-6615

TEXTBOOK:
Optional

Programs you need
Gimp
Microsoft Paint
Excel
Word
I will provide links to other programs you will be using.

ATTENDANCE:
The work missed and/or quizzes will not be allowed to be made up. If a student misses a class, it is THE STUDENT'S responsibility to obtain the missed notes from a classmate; I do not loan out my notes.

CLASSROOM BEHAVIOR:
The classroom is a “safe” environment for students. The focus will be on learning. Causing disruptions, harassment of other students, foul language, disrespect towards others, or entertaining at someone else’s expense will not be tolerated. For a detailed explanation of the Student Code, consult “Student Conduct Code” found in Important information for SIUC students, faculty, and staff pp. 22-32. All other rules of the Code must be followed in the classroom. The Student Conduct Code is available at: http://www.siuc.edu/~policies/policies/conduct.html

ASSIGNMENTS:
You will be given assignments for each week and/or a quiz. Each assignments, quizzes and test has an open and close time set on D2L. Late assignments will not be accepted, and you will receive a zero. Be sure to check your e-mail on a regular basis. You can e-mail me with any questions you might have and I will get an e-mail back to you as soon as possible. If an assignment is sent to you that is not posted to D2L, and you do not do it or do not turn it in the day it is due, you will not receive credit for the assignment. Each assignment will be due at the when stated in the instructions.

A=92-100%
B=83-91%
C=75-82%
F=74% or below

UNIVERSITY’S EMERGENCY PROCEDURE CLAUSE:
Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on BERT’s website at www.bert.siu.edu, Department of Public Safety’s website www.dps.siu.edu (disaster drop down) and in the Emergency Response Guideline pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

NOTE: Modification or additions to this syllabus may be made by the instructor, as needed.
MEMORANDUM

Date: December 8, 2014

To: Deans, Directors, Chairs, Faculty, and Staff

From: Susan M. Ford
Acting Provost and Vice Chancellor for Academic Affairs

Re: Submission and Posting of Course Syllabi

As the Spring 2015 semester approaches, I am writing as a reminder regarding collection and posting of course syllabi. Since Spring 2013, the Provost’s office has required online posting of syllabi. This is designed, first and foremost, to support the academic success of our students. In addition to distribution to students, the syllabus should be submitted to each department chair/school director by the end of the first week of class (Friday, January 23, 2015), and posted on the department/school’s website as soon as possible.

We are continuing to maintain a central repository in Transfer Student Services of syllabi to be held alongside the Master Course File. Therefore, all syllabi should also be forwarded, as a single pdf file for each course or one master syllabus for multiple section courses, to Associate Provost for Academic Programs Jim Allen at apap@siu.edu.

In addition, the recommended Syllabus Attachment for Spring 2015, with important semester dates and central information, is attached. We encourage its distribution to students in combination with the syllabus. This document is also posted in SalukiNet and is available from the Provost’s Forms page (http://pvcaa.siu.edu/Forms/index.html).

I appreciate your assistance in these student-centered initiatives.

Thank you. SMF:emw

Enclosure: Spring 2015 Syllabus Attachment

cc: Randy J. Dunn, Acting Chancellor
Jim Allen, Associate Provost for Academic Programs
Tamara Workman, Director, Transfer Student Services

SIU.EDU
IMPORTANT DATES *

Semester Class Begins: .................................01/20/2015
Last day to add a class (without instructor permission): ..................01/25/2015
Last day to withdraw completely and receive a 100% refund: ..............02/01/2015
Last day to drop a course using SalukiNet: ..............................04/05/2015
Last day to file diploma application (for name to appear in Commencement program): .................................03/13/2015
Final examinations: ........................................5/11–5/15/2015

Note: For outreach, internet, and short course drop/add dates, visit Registrar’s Academic webpage http://registrar.siu.edu/

SPRING SEMESTER HOLIDAYS

Martin Luther King, Jr.’s Birthday 01/19/2015
Spring Vacation 03/07—03/15/2015

WITHDRAWAL POLICY ~ Undergraduate only

Students who officially register for a session may not withdraw merely by the stopping of attendance. An official withdrawal form needs to be initiated by the student and processed by the University. For the proper procedures to follow when dropping courses and when withdrawing from the University, please visit http://registrar.siu.edu/pdf/ugradcatalog1314.pdf

INCOMPLETE POLICY ~ Undergraduate only

An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within one semester following the term in which the course was taken, or graduation, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no later than the end of the semester following the term in which the course was taken, or graduation, whichever occurs first, the incomplete will be converted to a grade of F and the grade will be computed in the student's grade point average. For more information please visit: http://registrar.siu.edu/grades/incomplete.html

REPEAT POLICY

An undergraduate student may, for the purpose of raising a grade, enroll in a course for credit no more than two times (two total enrollments) unless otherwise noted in the course description. For students receiving a letter grade of A, B, C, D, or F, the course repetition must occur at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned. See full policy at http://registrar.siu.edu/pdf/ugradcatalog1314.pdf

GRADUATE POLICIES

Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please visit http://gradschool.siu.edu/about-us/grad-catalog/index.html

DISABILITY POLICY

Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must come to the DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements.

http://disabilityservices.siu.edu/

PLAGIARISM CODE


MORRIS LIBRARY HOURS
SAFETY AWARENESS FACTS AND EDUCATION
Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accounta-bility and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: http://safe.siu.edu

SALUKI CARES
The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares: (618) 453-5714, or siucares@siu.edu, http://salukicare.siu.edu/index.html

EMERGENCY PROCEDURES
Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. We ask that you become familiar with the SIU Emergency Response Plan and Building Emergency Response Team (BERT) programs. Please reference the Building Emergency Response Protocols for Syllabus attachments on the following pages. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.

INCLUSIVE EXCELLENCE
SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ is an important part of education as well as essential preparation for any career. For more information please visit: http://www.inclusiveexcellence.siu.edu/

LEARNING AND SUPPORT SERVICES
Help is within reach. Learning support services offers free tutoring on campus and math labs. To find more information please visit the Center for Learning and Support Services website:
Tutoring: http://tutoring.siu.edu/
Math Labs http://tutoring.siu.edu/math_tutoring/index.html

WRITING CENTER
The Writing Center offers free tutoring services to all SIU students and faculty. To find a Center or Schedule an appointment please visit http://write.siu.edu/

AFFIRMATIVE ACTION & EQUAL OPPORTUNITY
Our office's main focus is to ensure that the university complies with federal and state equity policies and handles reporting and investigating of discrimination cases. For more information visit: http://diversity.siu.edu/#

Additional Resources Available:
SALUKINET: https://salukinet.siu.edu/cp/home/displaylogin
ADVISEMENT: http://advisement.siu.edu/
SIU ONLINE: http://online.siu.edu/

Spring 2015 R.O'Rourke