



**School of Business and Technology
Math and Computer Science Department
Course Syllabus**

Course	COAP 3030: Informatics for Nursing
Term	Fall I 2009
Instructor	Name: Kelly Jones, RN, MSN Phone: Office: 816 276-4126 Cell 913-484-5370 Email: jonekell@webster.edu
Catalog Description	This course provides knowledge and practice in skills of computer literacy, information literacy and nursing informatics for nursing practice. Students examine and use tools and techniques of common software packages; information access, evaluation and documentation; and informatics.
Prerequisites	Acceptance into B.S.N. or M.S.N. program.
Course Level Learning Outcomes	Upon completion of this course, the student will: 1. Demonstrate skill in using computer applications to accomplish work. (computer literacy) 1.1 Knowledgeably use command and task commonalities as well as specifics of various Windows/Office applications. 1.2 Create basic documents, spreadsheets, databases, and presentations. 1.3 Format papers according to course and APA guidelines. 2. Demonstrate beginning skill in meeting selected Information Literacy Standards for Higher Education with an emphasis on information related to health and nursing. 2.1 Determine the nature and extent of information needed. 2.2 Use a variety of search strategies to access information. 2.3 Systematically evaluate the quality of the information. 2.4 Use accepted formats to document information sources. 3. Discuss the use of informatics in nursing and healthcare. 3.1 Compare information management systems commonly-used in nursing practice. 3.2 Identify challenges and opportunities for nurses in using computers in professional practice.
Materials	American Psychological Association. (2010). <i>Publication manual of the American Psychological Association</i> (6th ed.). Washington, DC: Author. Other readings, as assigned.

Grading

The UNDERGRADUATE catalog provides these guidelines and grading options:

- **A, A-** superior work in the opinion of the instructor
- **B+, B, B-** good work in the opinion of the instructor
- **C+, C, C-** satisfactory work in the opinion of the instructor
- **D+, D** passing, but less than satisfactory work in the opinion of the instructor
- **I** incomplete work in the opinion of the instructor
- **ZF** An incomplete which was not completed within one year of the end of the course
- **F** unsatisfactory work in the opinion of the instructor; no credit is granted
- **W** withdrawn from the course
- **IP** course in progress
- **NR** not reported for the course
- **Z** a temporary designation given by the registrar indicating that the final grade has not been submitted by the instructor. When the final grade is filed in the Office of the Registrar, that grade will replace the Z.

Evaluation:

Weekly projects:	60 points
10 points for each weekly in-class project to	
10 points for preparation for class activities	
Homework Assignments:	50 points
10 points X 5 weekly assignments	
Informatics assignment	15 points
WebSite Evaluation/Project assignment	15 points
Quizzes:	20 points
Quiz 1-10 points	
Quiz 2-10 points	
APA Exercises:	30 points
Exercise 1 (15 points)	
Exercises 2 & 3 (15 points)	
Final Applications and PowerPoint Project	40 points
Final Exam	30 points
Final APA Paper Project	40 points
<u>Total</u>	300 points

Grading Scale:

Percent	Letter Grade		Percent	Letter Grade
95-100	A		83-84	C+
93-94	A-		77-82	C
91-92	B+		70-76	D
87-90	B		69 & below	F
85-86	B-			

Activities	<p>Students will be responsible for the following:</p> <ol style="list-style-type: none"> 1) Weekly reading assignments and other assigned projects. 2) Participation in group discussions 3) Group and Individual web search assignments 4) Completion of a library search assignment 5) Completion of other assigned projects
Policy Statements: University Policies	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p>Academic Honesty The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p>Drops and Withdrawals Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p>Special Services If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p>Disturbances Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p> <p>Student Assignments Retained From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p>Contact Hours for this Course It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>

Course Policies	<p>This class follows the general guidelines and policies of Webster University Department of Nursing. See Nursing Department Handbook, hardcopy or on-line.</p> <p>Any student caught cheating or committing plagiarism might fail the class and be subject to further disciplinary action.</p> <p>Class policy statements:</p> <ol style="list-style-type: none"> 1. Introductions – Students will be asked to provide name, phone numbers and/or e-mail addresses where they can be contacted if the need arises. 2. Attendance for class or class events is expected. Attendance includes active participation in both individual and group class activities <p>Assignments are to be prepared using computer software and printer.</p>		
Weekly Schedule	Course Calendar	Topics/ Activities/ Assignments	Student Activities/Assignments
	Week 1 Aug 25 2009	<p>Introductions</p> <p>Introduction to Nursing Informatics:</p> <ul style="list-style-type: none"> • PowerPoint <p>Introduction to Microsoft Windows:</p> <ul style="list-style-type: none"> • Changing backgrounds and screen savers • Formatting disks, • Printing and Saving files <p>Getting Started with Word:</p> <ul style="list-style-type: none"> • Labels and Envelopes 	<p>**Establish:</p> <p>Student Access to Passports and Connections</p> <p><u>In Class Assignment/Project</u> Project 1 – in class In Class Group Assignment</p> <p><u>Homework Assignment One:</u> APA Manual: Specific pages will be assigned.</p> <p>Complete distributed exercises</p>
	Week 2 Sept 01 2009	<p>Review Week 1 Assignment</p> <p>Word:</p> <ul style="list-style-type: none"> • Fonts, entering and editing text <p>Introduction to Basic APA typing format:</p> <ul style="list-style-type: none"> • PowerPoint <p>Introduction to Excel:</p> <ul style="list-style-type: none"> • Entering simple formulas in Excel 	<p>Homework Assignment One Due</p> <p><u>In Class Assignment/Project</u> Project 2 – in class APA Exercise 1</p> <p><u>Homework Assignment Two:</u> APA Manual: Specific pages will be assigned. Complete distributed exercises</p>
	Week 3 Sept 08 2009	<p>Quiz 1.</p> <p>Review Week 2 Assignment</p> <p>Word:</p> <ul style="list-style-type: none"> • Creating and printing letters • Creating columns, tabs with leaders 	<p>Homework Assignment Two Due</p> <p><u>In Class Assignment/Project</u> Project 3 – in class: APA Exercise 2 – Title Page</p>

		<p>Excel with functions:</p> <p>APA: Citations PowerPoint</p> <p>Introduction to Access:</p> <ul style="list-style-type: none"> • Creating Access from scratch 	<p><u>Homework Assignment Three:</u></p> <p>APA Manual: Specific pages will be assigned.</p> <p>Complete distributed exercises</p>
Week 4 Sept 15 2009	<p>Review Week 3 Assignment</p> <p>Word: Advanced features of editing and formatting text</p> <p>Excel: Creating charts</p> <p>Access: Preparing reports</p> <p>Using the Web: Review Passports Skills Videos</p> <ul style="list-style-type: none"> • Computer Communication and Information Access 	<p>Homework Assignment Three Due</p> <p><u>In Class Assignment/Project</u> Project 4 – in class APA Exercise 3</p> <p><u>Homework Assignment Four:</u></p> <p>Complete Website Evaluation Exercise</p> <p>Complete distributed exercises</p>	
Week 5 Sept 22 2009	<p>Quiz 2 Review Week 4 Assignment</p> <p>PowerPoint: Introduction PowerPoint</p> <p>Word: Merging with Word, Graphics and Watermarks</p> <p>Excel, Access: Continue Worksheets and Lists</p> <p>Introduction to Final Applications Project</p>	<p>Homework Assignment Four Due</p> <p><u>In Class Assignment/Project:</u> Project 5 – in class APA – Correct Exercise 2 references Complete Exercise 3 citations</p>	
Week 6 Sept 29 2009	<p>Quiz 3 Review Week 5 Assignment</p> <p>Excel – more formulas</p> <p>Access: Continue with database List</p> <p>Review: Final Applications Project</p>	<p>Homework Assignments Five Due Project 6 – in class PowerPoint Presentation</p> <p><u>Homework Assignment:</u> Plan elements and collect graphics for Final Applications and PowerPoint Project</p> <p>Work on formatting references and citations for Final Project</p>	

	Week 7 Oct 06 2009	Review: Final Applications Project APA: Final Paper Project PowerPoint presentations Word, Excel, Access	Final Applications and PowerPoint Project Final APA Paper Project: Type references and correct citations in paper body
	Week 8 Oct 13 2009	Final Exam PowerPoint Presentations	Final Exam Presentation of PowerPoint Project Final APA Paper Project Due
Additional Information	This syllabus may be revised at the discretion of the instructor without the prior notification or consent of the student.		