CISM 2201
FUNDAMENTALS OF COMPUTER APPLICATIONS
Fall 2012 - Sections N03 and N04

| Instructor name:  | Joan Deng          |
| Office location:  | RCOB Room 2226    |
| Phone number:     | (678) 839-5532 office (better to email me as voice mail is not reliable) |
| Email:            | jdeng@westga.edu  |
| Office hours:     | Tues & Thurs 8:30 AM – 12:30 PM, 2:00 PM – 3:00 PM |
| Grad Assistants   | Jannah Singletary jsingle2@my.westga.edu |
|                   | Craig Brannon cbranno2@my.westga.edu |

Catalog Description:
This is an online course that meets through CourseDen. This course is designed to orient students to online learning and MS Office. Students must attend an orientation session on Tue., August 21 in RCOB 2329 during one of two offered times; 11:00am-12:20pm, and 2:00-3:20pm. A mandatory in-class final exam will be required during the last week of the semester.

Prerequisites:
- A 2.0 GPA is required for CISM 2201.

Required Text and Other Materials:
- Computer Information Systems 2201 Custom PHIT ISBN # 0558894984

Student Outcome Objectives (Course Objectives):
- Upon completion of the course, the student will:
  1) Understand how information technology aids business decision-making. (BBA 3 BBA 6, MIS 1)
  2) Identify the components of a typical microcomputer system. (BBA 3, MIS 1)
  3) Identify and describe the most widely used microcomputer software applications, the difference between application and system software and understand the role of operation system software. (BBA 3, MIS 1)
  4) Demonstrate a knowledge of computer hardware and software, including “multimedia” and be familiar with the legal, ethical and privacy issues relating to the use of hardware and software in a business environment (BBA 3, BBA 5, MIS 1)
  5) Be familiar with computer networks and know the basic components of communication systems to include email, user interfaces, communications and the internet. (BBA 3, MIS1)
  6) Effectively use a word processing software program, a spreadsheet program, a database management program, and develop a simple presentation using a presentation software program. (BBA 3, MIS 1)
Course Content:

1. Getting Started with Windows 7
2. Office Fundamentals and File Management
3. Introduction to MS Word
4. Document Presentation MS Word
5. Introduction to MS Excel
6. Formulas and Functions MS Excel
7. Introduction to MS Access
8. Introduction to MS PowerPoint
9. Introduction to Adobe Forms

Course Objective:

- At the completion of this course the student will have an understanding of how to successfully complete an online course. The student will also learn how to use Windows 7 and Office 10 effectively.

Methods of Evaluation:

- This course will use chapter tests and practical application exercises for evaluation.

GRADING

<table>
<thead>
<tr>
<th>Type of Exercise</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Mid-Level Exercises</td>
<td>36%</td>
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<tr>
<td>Capstone Exercises</td>
<td>36%</td>
</tr>
<tr>
<td>Chapter Tests</td>
<td>16%</td>
</tr>
<tr>
<td>Final</td>
<td>12%</td>
</tr>
</tbody>
</table>

A: 90% and above
B: 80% – 89.999%
C: 70% – 79.999%
D: 60% – 69.999%
F: 59.999% and below

Communications with the Professor:

- Students **WILL** receive individual e-mails concerning course updates and changes.

- Students should check their UWG email accounts on a daily basis.

- You are responsible to find out about any changes in due dates and course content.

- As UWG e-mail is the official means of communication, only UWG issued e-mail addresses will be answered by either the Professor or the GTAs. CourseDen mail is not utilized by the Professor (neither read nor answered).

- Please be sure you have adequate space available in your UWG e-mail in box account, as only one attempt will be made to contact a valid UWG address.
My preference is to be contacted through the CourseDen Discussion Board; that should always be your first option. I urge you to post your questions on the discussion board so that everyone can benefit from the responses. I will check discussion board regularly to respond to your questions. This is the BEST method of communicating your questions regarding the course (e.g., assignments, etc.) with the instructor. Before posting a question, make sure that you read through the questions and answers that have been posted on the discussion board. Often, you will find the answer to your question there. The discussion forum is essential to this course. Please be sure to check it every day. Everyone can read the discussion forum postings; therefore, do not post private information.

Please contact me directly through my UWG email (jdeng@westga.edu) for anything that is confidential or private. All e-mails to the Professor are to be sent to jdeng@westga.edu. If you would like to ask questions via email, please make sure you use CISM2201 as the subject line, so that I recognize that it is from one of you, and so that my spam filter do not accidentally delete your message. Emails will be answered within hours if not immediately. Although attempts will be made to reply as quickly as possible, you should not assume that all the emails sent after 10:00 PM or over the weekend will be replied on the same day. I REPLY TO ALL EMAILS. IF YOU DO NOT GET A REPLY WITHIN A 24-HOUR PERIOD, ASSUME I DID NOT RECEIVE IT AND PLEASE RESEND.

You can also meet me in person in my office (RCOB 2226) during my office hours.

Communications with the Graduate Teaching Assistant (Chapter Exercise Support):

GTAs can be found in the MIS Lab on the second floor of the RCOB building or can be identified in the RCOB 2329 by the GTA sign on the computer where they are working.

UWG e-mail is still a viable method to ask reasonable chapter exercise questions. Again, UWG e-mail will be used exclusively, rendering CourseDen mail inoperative. CourseDen mail will not be used or answered.

Again, as UWG email is the official means of communication only UWG issued e-mail addresses will be answered.

Assignment Rules:

Each assignment is due at 06:00 pm (EST) on the date listed on the calendar. WORK AHEAD. EXPECT DELAYS and/or COMPUTER PROBLEMS.

I expect you to turn your homework in on time. I do not offer partial credit, so you only have one chance of submitting the assignment correctly. Failing to do so will result in a zero on the assignment 99% of the time, I evaluate any attempt to claim extenuating circumstances based upon the following criteria.

1. Did you contact me before the date the homework or graded event is due identifying the extenuating circumstance? If you are following along on the syllabus and managing your schedule, you will be proactive in contacting me regarding an upcoming issue. For example, if you recognize that you have a scheduling conflict with
the date of the Final Exam let me know as soon as possible, so that we can make
arrangements. Be proactive!

2. **Did you come to the lab or my office and work with the GTAs or me to try
   resolving the issue or technical difficulties before the due date?** We talk each day
   as well as correspond by email so they know who has been in for help and in many
cases remember how ready you were to ask the question. As with any course, you
need to put the work in yourself by reading the appropriate chapter and following
closely the process outlined therein to accomplish various tasks. These same
processes are what the homework is testing. If you read consciously then you should
be able to go back to the chapter and follow the steps outlined to accomplish what
you are required to do in the homework. However, since this is new to you,
ocasionally you will misunderstand the instructions. When that is the case you will
be able to show where the instruction in the chapter corresponds to what you are
trying to accomplish in the homework, and show how your understanding of the
approach is not working in the homework. This is the start point for coming in to see
either the GTAs or myself. However, if it is apparent that you have not read the
chapter, are not clear on part of the chapter applies, and cannot communicate where
you are getting confused, then you can expect that both the GTAs and I will turn you
away until you have accomplished this basic work.

3. **Were there extenuating circumstances which you can document that were
   beyond your control?** Some things do happen to us that we cannot anticipate. Severe
injury, auto accidents, generally the category of “acts of god” all fall into this. Note that
this does not include, too many assignments due, could not get a ride to the computer lab,
had to pick up my child from school. These are merely a failure to manage your schedule
proactively. True extenuating circumstance are easily documented and validated after the
fact, and thus meeting with me and reviewing the details of the issue soon after the event
should be easily accomplished. It is the same expectation you managers in a professional
environment will have of you in the future.

- All assignments must be submitted on CourseDen. No additions or corrections will be
  accepted once assignments have been submitted for grading. Make sure your assignments
  are not submitted as links to files (.lnk). These links would only open the files if I or the
  GTAs were sitting at the same computer which you were sitting at when you attached the
  files. Since we have no way to tell which computer they were sent from, we have no choice
  but to give you a zero on the assignment.

- IT IS YOUR responsibility to keep up with (store and secure) your work. Do not store your
  work on a lab PC, they are regularly purged of files.

- All work must be done individually by students.

- Forgetting to post your work on CourseDen, or submitting a .lnk file on CourseDen, or
  having sent the work but not being received on CourseDen by the deadline is not a reason to
  challenge a grade. Students have the same ability to validate a CourseDen submission as the
  Professor. Be sure your work is there.
Chapter Test Rules:

- The chapter tests will be taken online, open book. You can take each chapter test up to **2 times**, and the **average score** of the two attempts will be your test grade.

- Each chapter test must be taken by **10:00 pm (EST)** on the date listed on the calendar.

- **Make-up tests will NOT be offered.** It is YOUR responsibility to keep up with the due dates and the work. I evaluate any attempt to claim extenuating circumstances based upon the above stated criteria.

Calendar:
*The instructor reserves the right to change the schedule and/or requirements.*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Aug 21st</td>
<td>Orientation - Choose from: 11:00am-12:20pm or 2:00pm-3:20pm</td>
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<tr>
<td>Sept 4th</td>
<td>Chapter One – Chapter Test, Mid-Level Exercises &amp; Capstone Exercises</td>
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<tr>
<td>Sept 13th</td>
<td>Chapter Two – Chapter Test, Mid-Level Exercises &amp; Capstone Exercises</td>
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<tr>
<td>Sept 25th</td>
<td>Chapter Three – Chapter Test, Mid-Level Exercises &amp; Capstone Exercises</td>
</tr>
<tr>
<td>Oct 4th</td>
<td>Chapter Four – Chapter Test, Mid-Level Exercises &amp; Capstone Exercises</td>
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<tr>
<td>Oct 16th</td>
<td>Chapter Five – Chapter Test, Mid-Level Exercises &amp; Capstone Exercises</td>
</tr>
<tr>
<td>Oct 25th</td>
<td>Chapter Six – Chapter Test, Mid-Level Exercises &amp; Capstone Exercises</td>
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<tr>
<td>Nov 6th</td>
<td>Chapter Seven – Chapter Test, Mid-Level Exercises &amp; Capstone Exercises</td>
</tr>
<tr>
<td>Nov 15th</td>
<td>Chapter Eight – Chapter Test, Mid-Level Exercises &amp; Capstone Exercises</td>
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<tr>
<td>Dec 4th</td>
<td>Mandatory In-Class Final Exam: Word Labels &amp; Adobe Forms</td>
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<td>N03 Section 11:00am - 1:30pm RCOB2329</td>
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<td></td>
<td>N04 Section 2:00pm - 4:30pm RCOB2329</td>
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Rescheduling Exams:

- Alternative examination times may be scheduled in cases where a student will be absent during a regularly scheduled examination time, when all three of the following criteria are met:
  1. The absence is a University-authorized absence,
  2. Arrangements are made in advance of the absence, and
  3. The student provides genuine documentation to the Instructor from the appropriate University employee or official, physician, or other relevant individual that includes the date, time, and purpose of the absence. The instructor will authorize absences only in cases where the student’s attendance is made impossible by circumstances beyond the student’s control.
Extra Credit:

- Extra credit, if available at all, will be discretionary on the part of the Instructor, and opportunities will be open to the whole class and not to individual students upon request. Work completed for another course will not be accepted to meet the requirements of this course.

Academic Honesty Policy:

- At the University of West Georgia we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

Americans with Disabilities Act:

- It is the policy of UWG to accommodate students with disabilities, pursuant to federal, state law, and UWG’s commitment to equal educational opportunities.
- If you have a disability, please contact the Student Development Center for assistance.
- The Student Development Center is located at 272 Parker Hall, and the phone number is (678) 839-6428.

Academic Grievances:

- Any student who believes that he or she has been discriminated against because of race, creed, color, sex, sexual orientation, national origin, religion, age, veteran status, or handicapped status should visit Appendix D in the Student Handbook to find the steps needed to be taken to file a claim. This can be found at http://www.westga.edu/~handbook/doc/SH-current.pdf

Additional Information:

- Food and drink are not permitted in RCOB Labs
- Information Technology Services Helpdesk at 678-839-6587 http://www.westga.edu/its/index_5035.php
- Distance Learning Student Guide 678-839-6248 http://www.westga.edu/~distance/distancestudents/