CISM 2201
FUNDAMENTALS OF COMPUTER APPLICATIONS
Fall 2013 - Sections N05 and N06

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: Monday & Wednesday 11:00 AM – 3:00 PM, 5:00 PM – 6:00 PM
Grad Assistants: Laura Medders lmedder1@my.westga.edu
Derek Shelnutt dshelnu1@my.westga.edu

Catalog Description:

This is an online course that meets through CourseDen. It introduces students to management information systems that focuses on emerging technologies and examines how programs such as Microsoft Office can be used in making business decisions. There is a heavy emphasis on Excel as students format and modify worksheets, use advanced formulas, and create charts and pivot tables. **Two mandatory in-class exams will be required during the semester.**

Prerequisites:

- A 2.0 GPA is required for CISM 2201.

Required Text and Other Materials:

- You may purchase the online version of the textbook at the following URL: https://www.wileyplus.com/WileyCDA/
- Additional readings and instructional videos are available on CourseDen.
- Microsoft Office 2010 – MS Word 2010, MS Excel 2010, MS Access 2010, and MS PowerPoint 2010 (installed on all lab computers and available for free through UWG Student ITS)
  - Go to the Student ITS website: http://www.westga.edu/sits/
  - Go to the SRS (Software Resource & Services) website and complete your order
  - You will receive an email from SRS to confirm that your order has been received
  - Within the next couple business days you will receive another email that will contain your access code
  - From there, you will be able to download the program(s) for use

  *Note: If you have a Mac you may download Office 2011. If you would like to have your Mac run on Windows 7 as well, please contact Student ITS at 678-839-5067.*

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, MIS 1)
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:

- What’s Trending in Technology?
- Networking and Cloud Computing / Introduction to MS Word
- Access and Database Management / Introduction to MS Access
- MS Excel 2010
- Security and Hard Drives / Introduction to MS PowerPoint
- Information Technology (IT) Consumerization / MS PowerPoint

Credit Hour Policy (3 credit hours):

- For approximately fifteen weeks, students in this class will generally spend 150 minutes with online faculty instruction and work about 360 minutes outside of the classroom each week. This out-of-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.

Methods of Evaluation:

GRADING

Graded Assignments (12) 60% (5% each)
Exam I 20%
Exam II 20%
Total 100%

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 inbox, 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:**

• GTAs can be found in the MIS Lab (RCOB 2215) on the second floor of the RCOB building.

• UWG e-mail is still a viable method to ask reasonable assignment 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.
Self-Directed Homework:

- Self-directed homework is part of the MS Excel portion of this course. Self-directed homework serves as practice and will not be graded.

Graded Assignment Rules:

- Each graded assignment is due at 06:00 pm (EST) on the date listed on the calendar. All assignments are available after the first day of class, WORK AHEAD. EXPECT DELAYS and/or COMPUTER PROBLEMS.
- I expect you to turn in graded assignments 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. Permission to take missed tests or submissions of late assignments will be granted only under extenuating circumstances and with the provision of appropriate documentation such as a medical doctor’s note. I evaluate any attempt to claim extenuating circumstances based upon the following criteria.
  
  o 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 an exam let me know as soon as possible, so that we can make arrangements. Be proactive!

  o Did you come to the MIS 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 we 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 reading materials or textbook chapters and watching the appropriate online videos. If it is apparent that you have not read the assigned reading materials or textbook chapters or have not watched the assigned online videos, then you can expect that both the GTAs and I will turn you away until you have accomplished this basic work.

  o 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 graded assignments must be submitted on CourseDen. No additions or corrections will be accepted once assignments have been submitted for grading. If an assignment is
submitted in a format that I am unable to open, you will not have the opportunity to resubmit that assignment; therefore, you will receive a zero on that 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 wrong 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.

**Exam Rules:**

- Exams will be taken in RCOB 2329 computer lab during class time, closed book and closed notes.

- Exams are performance-based, requiring you to perform a series of tasks using Microsoft Excel 2010.

- 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:
  
  - The absence is a University-authorized absence,
  - Arrangements are made in advance of the absence, and
  - 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.

**Calendar:**

_The instructor reserves the right to change the schedule and/or requirements._

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment Description</th>
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<tbody>
<tr>
<td>Sept 4th</td>
<td>WEEK 1 Graded Assignment – Discussion Assignment</td>
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<tr>
<td>Sept 18th</td>
<td>WEEK 3 Graded Assignment - “Access Database” Assignment Due</td>
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<tr>
<td>Sept 25th</td>
<td>WEEK 4 Graded Assignment – Cash Excel Assignment Due</td>
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<td>Oct 9th</td>
<td>WEEK 6 Graded Assignment – Faculty Excel Assignment Due</td>
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<td>Oct 16th</td>
<td>Mandatory In-Class Exam I</td>
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- **N05 Section** 8:00am - 9:20pm RCOB 2329
- **N06 Section** 9:30am-10:50am RCOB 2329
Oct 30th  WEEK 9 Graded Assignments #1 – House Excel Assignment Due
WEEK 9 Graded Assignments #2 – Car Excel Assignment Due

Nov 6th  WEEK 10 Graded Assignments #1 – Salary Excel Assignment Due
WEEK 10 Graded Assignments #2 – Grades Excel Assignment Due

Nov 13th  WEEK 11 Graded Assignment – Sales Excel Assignment Due

Nov 20th  Mandatory In-Class Exam II
N05 Section 8:00am - 9:20pm RCOB 2329
N06 Section 9:30am-10:50am RCOB 2329

Dec 4th  WEEK 13 Graded Assignment - “PowerPoint Presentation on Security” Assignment Due

Dec 11th  WEEK 14 Graded Assignment - “PowerPoint Presentation on IT Consumerization” Assignment Due

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.

- You are responsible for the safeguarding of your computer account. Your account and network connection are for your individual use. A computer account is to be used only by the person to whom it has been issued. You are responsible for all actions originating through your account or network connection. You must not impersonate others or misrepresent or conceal your identity in electronic messages and actions.

Americans with Disabilities Act:

- If you are a student who is disabled as defined under the Americans with Disabilities Act and require assistance or support services, The Office of Disability Services will help you understand your rights and responsibilities under the Americans with Disabilities Act and provide you further assistance with requesting and arranging accommodations. If you need course adaptations or accommodations because of a disability or chronic illness, or if you need to make special arrangements in case the building must be evacuated, please notify your instructor using the course email system within five business days after the beginning
of the course and attach a PDF copy of your Student Accommodations Report (SAR) which is available only from the Office of Disability Services. Accommodation requests require appropriate notice and paperwork.

**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

**Student Rights and Responsibilities:**

- Please carefully review the information at the following link: http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf. The document at this link contains important information pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.

**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/