

CISM 2201

FUNDAMENTALS OF COMPUTER APPLICATIONS

FALL 2015 - Sections N01 and N02

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| <u>Office location:</u> | MILLER HALL Room 2226 |
| <u>Phone number:</u> | (678) 839-5532 office (better to email me as voice mail is not reliable) |
| <u>Email:</u> | jdeng@westga.edu |
| <u>Office hours:</u> | MW 10:00 AM – 12:30 PM, 2:00 PM – 3:30 PM, 5:00 PM – 06:00 PM |
| <u>Grad Assistants:</u> | Davis Wallace jwalla14@my.westga.edu Emily Newborn enewbor1@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:

- **Microsoft Office Academic Course: MS Excel 2013** (W/WileyPlus Access Code)
Microsoft Corp. ISBN 978-0-470-13308-8. Copyright 14. Wiley.
- You may purchase the online version of the textbook at the following URL:
<http://edugen.wileyplus.com/edugen/class/cls456292/>
- Additional readings and instructional videos are available on CourseDen.
- High-speed Internet service (DSL, Cable, etc.) is required as the course is 95-100% online.
- **Microsoft Office 2013 – MS Word 2013, MS Excel 2013, MS Access 2013, and MS PowerPoint 2013** (installed on all Miller Hall lab computers). If you do not have MS Office 2013, Microsoft provides every student MS Office 365 for free.
 - Get MS Office 365:
<https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=4&ct=1433871599&rver=6.4.6456.0&wp=MCMBI&wreply=https:%2F%2Fportal.office.com%2Flanding.aspx%3Ftarget%3D%252fdefault.aspx&lc=1033&id=501392>

Note: If you have a Mac you may download Office 2011 for Mac. But MS Access is not included in Office 2011 for Mac. To complete the MS Access Assignment, you will either 1) use a PC running MS Office 2013 or MS Office 365, such as a computer in the MILLER HALL labs, or 2) install Windows 8 on your Mac using Boot Camp and then install MS Office 2013 or MS Office 365 on Windows 8. UWG Student ITS does not offer the full version of Windows 8. You will need to purchase a full Windows 8 license from another vendor. If you would like to install Windows 8 and MS Office 365 on your Mac, 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, 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:

- Networking and Cloud Computing / Introduction to MS Word
- Security and Hard Drives / Introduction to MS PowerPoint
- Access and Database Management / Introduction to MS Access
- MS Excel 2013

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

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| Orientation Quiz | 5% |
| Graded Assignments (10) | 55% (5.5% 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 (MILLER HALL 2226) during my office hours.

Communications with the Graduate Teaching Assistants (GTAs):

- GTAs can be found in the MIS Lab (MILLER HALL 2215) on the second floor of the MILLER HALL building. They are available from 8am - 5pm Monday through Thursday and from 8am - 12pm on Fridays.
- 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.

- If you are having trouble with any given assignment and choose to contact me or the GTAs hours before the assignment is due you may not receive a response. With that in mind please be proactive and ask for assistance in advance and go to the lab, meet with the GTAs and ask your questions! In other words – sending emails at 4:00 p.m. when the assignment is due at 6:00 p.m. of the very same day is not the best idea.

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.
 - **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!*
 - **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.
 - **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 circumstances 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 through the **Dropbox 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. 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.
- If you submit a wrong assignment file on CourseDen, or forget to post your work on CourseDen, or have sent the work that is not being received on CourseDen by the deadline, you will receive a zero for the assignment. Students have the same ability to validate a CourseDen submission as the Professor. Be sure your work is there. After submitting an assignment on CourseDen, go back and verify the correct document has been successfully submitted. Students experiencing technical issues with CourseDen are expected to contact the CourseDen help desk which is available 24/7 for student. There is no excuse for late assignments or failure to attach documents. All students are expected to have several plans in place in case of technical issues to ensure success in the online course.

Exam Rules:

- Exams will be proctored in-class exams, closed book and closed notes.
- Exams are performance-based, requiring you to perform a series of tasks using Microsoft Excel 2013.
- Exams will be conducted at the UWG Carrollton campus and will be taken at a proctored computer lab free of charge. Students can choose to take the exams at an approved off-campus testing site (for a fee paid to that site - fees may vary anywhere from \$10 to \$50 or higher). Most testing centers are only open during daytime hours; normal business hours (8:00 AM - 5:00 PM). The off-site proctored exams must occur at the same time as the on-campus proctored exams. Testing centers must have computers with an Internet connection and MS Excel 2013.
 - Students taking exams off-campus **MUST** complete the following steps **during the first week of class**:
 1. Notify the instructor to inform that he/she wishes to take the exam(s) off-campus.

2. Call and sign up for the proctored exam(s) at any of the approved testing sites (<http://www.westga.edu/~distance/webct1/exams/sites.html>).
 3. Submit the online proctored exam request form (https://docs.google.com/forms/d/1P0akc34a4767ZWJusPabmgEji3oGA5-G-Ug-Dq_OpPA/viewform).
- 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.

- Aug. 31st Orientation Quiz Due at 06:00 PM**
- Sept. 2nd WEEK 1 Graded Assignment - "Word Document on Networking & Cloud Computing" Assignment Due at 06:00 PM**
- Sept. 9th WEEK 2 Graded Assignment - "PowerPoint Presentation on Security" Assignment Due at 06:00 PM**
- Sept. 23rd WEEK 4 Graded Assignment - "Access Database" Assignment Due at 06:00 PM**
- Sept. 30th WEEK 5 Graded Assignment – Cash Excel Assignment Due at 06:00 PM**
- Oct. 14th WEEK 7 Graded Assignment – Faculty Excel Assignment Due at 06:00 PM**
- Oct. 23rd Mandatory In-Class Exam I**
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| N01 Section | 08:00am - 09:20am | MILLER HALL 2327 & 2328 |
| N02 Section | 10:00am - 11:20am | MILLER HALL 2327 & 2328 |
- Nov. 4th WEEK 10 Graded Assignments #1 – House Excel Assignment Due at 06:00 PM**
WEEK 10 Graded Assignments #2 – Car Excel Assignment Due at 06:00 PM
- Nov. 18th WEEK 12 Graded Assignments #1 – Salary Excel Assignment Due at 06:00 PM**
WEEK 12 Graded Assignments #2 – Grades Excel Assignment Due at 06:00 PM
- Dec. 2nd WEEK 13 Graded Assignment – Sales Excel Assignment Due at 06:00 PM**
- Dec. 4th Mandatory In-Class Exam II**
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| N01 Section | 08:00am - 10:30am | MILLER HALL 2327 & 2328 |
| N02 Section | 10:30am - 01:00pm | MILLER HALL 2327 & 2328 |

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.

Examples of Academic Dishonesty include, but are not limited to:

- Submitting the same work, or essentially the same work, for more than one course without explicitly obtaining permission from all instructors. A student must disclose when a paper or project builds on work completed earlier in his or her academic career.
- Requesting an academic benefit based on false information or deception. This includes requesting an extension of time, a better grade or a recommendation from an instructor.
- Making any changes (including adding material or erasing material) on any test paper, problem set or class assignment being submitted for re-grade.
- Willfully damaging the efforts or work of other students.
- Stealing, defacing, or damaging academic facilities or materials.
- Collaborating with other students planning or engaging in any form of academic misconduct.
- Submitting any academic work under someone else' name other than your own.

Failure to observe these standards will result in **failing the course**. Use of electronic devices during an examination will be deemed a violation and will result in a grade of "F" for the course. **NOTE: Violations of the academic honesty policy may result in expulsion from the University.**

- 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 MILLER HALL 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/>