

**COURSE SYLLABUS**  
**COLLEGE OF BUSINESS**  
**FALL SEMESTER, 2011**



**CIS 125-I01 (On-line)**

**BUSINESS APPLICATIONS OF MICROCOMPUTER SOFTWARE**

- INSTRUCTOR:** Mrs. Jackie Williams
- OFFICE HOURS:** **On-line Office Hours: M 8:00-12:00, T 9-12**
- OFFICE LOCATION:** Keller 232
- OFFICE TELEPHONE:** (256) 765-4301 (please leave message)
- E-MAIL:** Angel CIS 125 –I01 Course Site E-mail (preferred)  
UNA Portal: [jtwilliams@una.edu](mailto:jtwilliams@una.edu) (emergency)
- FAX:** (256) 765-4811
- HOME PAGE:** Login to [unaportal.una.edu](http://unaportal.una.edu), click the “My Courses and Academic Services” tab, click the “Click here” under My Courses, click the “BUS APPL MICROCOMPUTER SOFT” link. You will want to use the “Check Browser” option to determine if your browser is configured to use the Angel Course Management Sites.
- CLASS LOCATION:** On-line
- COURSE TIME:** See exam schedule below
- SECTION NUMBER:** I01 (10690)
- CREDIT HOURS:** 3
- PREREQUISITE:** No pre-requisite
- METHOD OF PRESENTATION:** On-line section

**COURSE DESCRIPTION:**

A study of the application of microcomputer software to the business environment. Included are word processing, data management, presentation, and spreadsheet software programs. (Fall, Spring).

**COURSE OBJECTIVES:**

The student will be able to:

1. Demonstrate the ability to effectively use and manage basic application technology. (CoB Goal 5)
2. Understand essential computer concepts (CoB Goal 5):

3. Manipulate files and folders in a graphical user interface using appropriate storage techniques. (CoB Goal 5)
4. Apply formatting techniques in word processing, presentation, electronic spreadsheet, and database software. (CoB Goal 5)
5. Build and edit spreadsheets to include formulas, and functions with relative and absolute cell references. (CoB Goal 5)
6. Design, create, and modify spreadsheet charts. (CoB Goal 5)
7. Use a database management program to create, maintain, and print tables, forms, queries and reports from a simple relational database. (CoB Goal 5)
8. Apply integrated application techniques in word processing, spreadsheets and database management. (CoB Goal 5)
9. Create, modify, and enhance a business presentation. (CoB Goal 5)
10. Demonstrate basic techniques in the use of the Internet. (CoB Goal 5)

## GRADING SCALE:

Final grades will be assigned on the basis of the following grading scale:

90% to 100%	A
80% to 89%	B
70% to 79%	C
60% to 69%	D
Below 60%	F

## COURSE EVALUATION PROCESS (Grade Components)

	<u>Percentage</u>
MyITlab Skills-Based Training .....	No Credit
MyITlab Skills-Based Exam Simulations .....	10
Go Textbook Assignments and Quizzes .....	10
MyITlab Grader Projects .....	30
<u>Five Exams .....</u>	<u>50</u>
Total Percentage.....	100



## REQUIRED TEXTBOOK, SOFTWARE AND SUPPLIES:

**Microsoft Office 2010 software** including Word, PowerPoint, Excel, and Access.  
(Installed on UNA Labs)

**Textbook/Training Software Combination Package** (PACKAGE ISBN# is: 0132675897)

CIS 125 Textbook and myITlab combination bundle and ISBN #: 0132675897 (Available at local bookstores) includes:

- Gaskin, S., Ferrett, R.L., Vargas, A., & McLellan. (2011) *Go with Microsoft Office 2010, Volume 1*. Upper Saddle River, New Jersey: Pearson Prentice Hall. ISBN 0132454467.
- MyITlab, Office 2010 (Can be purchased separately at [www.myitlab.com](http://www.myitlab.com))

- GO W/ Computer Concepts (ISBN 0135099013)
- Go W/ Windows 7 (ISBN 0135088313)

### **Recommended additional supplies:**

- Recommended-portable USB drive,
- Computer headsets: strongly recommended, if working in campus labs

### **IMPORTANT TECHNICAL SUPPORT CONTACT INFORMATION:**

- UNA Portal: <http://www.una.edu/faq/>
- Angel Support: <http://www.una.edu/ets/tutorials.html#angel>
- myITlab Support Number: Toll Free (800) 677-6337
- myITlab Support Website: [http://www.myitlab.com/support\\_student.asp](http://www.myitlab.com/support_student.asp)
- Purchasing myITlab software link: [www.prenhall.com/myitlab](http://www.prenhall.com/myitlab)
- Link for Microsoft Office The Ultimate Steal Deal (Purchasing Office Professional 2010): <http://www.microsoft.com/student/office/en-us/default.aspx>

- **TOPICS COVERED:**

Basic application technology  
 Windows 7  
 Essential computer concepts  
 Word processing software,  
 Presentation software,  
 Electronic spreadsheet software,  
 Database software  
 Integrated application techniques

### **ACADEMIC HONESTY—UNIVERSITY POLICY:**

Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the University. For more information refer to the "Academic Dishonesty" policy in the University Undergraduate Catalog. For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments. If it is determined that a student has cheated on an assignment or exam, the student will receive an "F". If a student cheats a second time, the student will fail the class.

### **ADA ACCOMODATION STATEMENT—UNIVERSITY POLICY:**

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University offers reasonable accommodations to students with eligible documented learning, physical and/or psychological disabilities. Under Title II of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities as compared to an average person in the population. It is the responsibility of the student to contact Developmental Services prior to the beginning of the semester to initiate the accommodation process and to notify instructors within the first three class meetings to develop an accommodation plan. Appropriate, reasonable accommodations will be made to allow each student to meet course requirements, but no fundamental or substantial alteration of academic standards will be made. Students needing assistance should contact Developmental Services.

## **DROP PROCEDURES—UNIVERSITY POLICY:**

Process to Drop Courses by E-mail (Preferred): Any student wishing to drop a class may logon to their secure UNA email account and send an email to their instructor of record and a copy of the email to the Registrar's Office at registrar@una.edu . This will be valid for online courses as well as regular courses. The email MUST come from the student's UNA portal account. The Registrar's Office will officially drop a student from the course after receiving a response from the instructor which includes permission to drop and their grade of W, WP, or WF. In the email, be sure that you include your full name, UNA ID number, course section and 5 digit course registration code.

On Campus Process (Alternative): The first step is to notify your instructor and request a drop slip. After receiving the signed drop slip from your instructor, you MUST turn in the drop slip to the registrar's office in Bibb Graves.

## **WITHDRAWAL POLICY —UNIVERSITY POLICY:**

Withdrawal from the University. Students who wish to withdraw from the University up to and including the Friday that falls one week after the designated midterm date must first notify the Office of the Registrar and follow official procedures. The grade of W will be recorded for each registered course.

Withdrawal from the University after the Friday that falls one week after the designated midterm date requires consultation with the Office of the Dean of Enrollment Services. In cases where withdrawal from the University is unavoidable, such as a medical emergency, the grade of W will be uniformly recorded. In cases where withdrawal from the University is optional the student will receive grades of WP (withdraw passing) or WF (withdraw failing) assigned by the instructors.

Note: Failure to comply with these requirements seriously prejudices the student's academic standing as well as future readmission. Also, see notes and exceptions below.

Withdrawal from a Course. A student may withdraw from a course with a grade of W up to and including the Friday that falls one week after the designated midterm date by bringing a completed withdrawal slip (signed by the instructor) to the Registrar's office. After that deadline and up to the Wednesday that falls two weeks prior to the last day of class, a student may withdraw from a course with a grade of WP (withdraw passing) or WF (withdraw failing) assigned by the instructor. During the final two weeks of class, withdrawal is not permitted except in extraordinary circumstances. Permission of both the instructor and department head is required, and the grade of WP or WF will be assigned by the instructor. Also, see notes and exceptions below.

Withdrawal during Summer Sessions. During any summer term a student may withdraw from individual courses with a grade of W through the Friday preceding the last class day. After that deadline, withdrawal requires permission of the instructor and department head attached to any course from which withdrawal is contemplated, and a grade of WP or WF will be assigned by the instructor(s).

## **CIS 125 I01, FALL 2011 SYLLABUS ADDENDUM**

### **COURSE COMMUNICATION:**

Login to unaportal.una.edu, click the "My Courses and Academic Services" tab, click the "Click here" under My Courses, click the "BUS APPL MICROCOMPUTER SOFT" link, You will want to use the "Check Browser" option to determine if your browser is configured to use the Angel Course Management Site.

Each student is REQUIRED to check Angel email and homepage for new postings at least twice weekly.

- **E-mail Communication:** (monitored daily through the week, less often on weekends)

**Please use the class e-mail unless there is an emergency.** In case of emergencies send the email to both Angel email and the following e-mail address [jtwilliams@una.edu](mailto:jtwilliams@una.edu). In your e-mails to me, please use "CIS 125 class and section number - your name" in the subject line.

- **Phone Communication:** On your phone messages, please leave your name, class, section number, phone number, and message. Please speak slowly and clearly.

## CLASS ATTENDANCE:

### Exam dates and requirements:

You may take this exam on any computer that has myITlab installed. Please be sure to test the computer out with a skills-based exam prior to taking the final. I suggest that you find a quiet place so that you can concentrate.

Exams will be available from 6:00 a.m. on the first day and until 11:59 on the second day. Please clear your calendar so that you are available to take the exams on the dates listed. Please check Angel for any changes for exam times and dates.

### Exam Dates:

Sept. 19 <sup>th</sup> -20 <sup>th</sup>	October 11 <sup>th</sup> -12 <sup>th</sup>	Nov. 1 <sup>st</sup> -2 <sup>nd</sup>	Nov. 29 <sup>th</sup> 30 <sup>th</sup>	Dec. 6 <sup>th</sup> 7 <sup>th</sup>
Exam 1 on Computer Concepts, Windows 7. And Word Chapters 1-3	Exam 2 on PowerPoint chapters 1-3	Exam 3 Excel chapters 1-3	Exam 4 on Access chapters 1-3 ,	Final Comprehensive Exam over everything
Allow one hour and 15 minutes for this exam.	Allow one hour and 15 minutes for this exam.	Allow one hour and 15 minutes for this exam.	Allow one hour and 15 minutes for this exam.	Allow 1 hour and 45 minutes for this exam

## CLASS PROCEDURES:

Student data files can be found on the Go textbook CD or can be copied from the UNA College of Business server on some assignments. These files may be accessed at any time during the semester from computers in class lab and then recopied to your disks. Click on the "Home" icon on any College of Business (COB) Lab computer and key in "student" as the username and "student" as the password. Click on the CIS 125 Go Student Data Files folder.

## CLASS OPERATIONS:

Each student is responsible for working through assignments. You will need access to the textbook, myITlab software with a valid registration code and Microsoft Office 2010 including Word, Excel, Access, and PowerPoint.

The myITlab software will also be installed on 15 computers located in the Reference Area in the UNA Library and the two open labs on the third floor of Keller Hall. Office 2010 Professional is installed on most UNA computers.

## EXAMS:

Exams will be completed during scheduled times and dates in a COB computer lab unless circumstances warrant otherwise. In the event of a properly justified absence from an exam, the final exam will be allowed to count for the missed EXAM. This is not to be construed as an excuse to skip an exam. Missing more than one exam will result in a ZERO for all but one of the exams missed.

## ASSIGNMENTS AND GRADING POLICY:

The MyITlab assignments for each area are a required part of the course. Grades will be reduced if not completed. All assignments should be completed prior to the taking of exams. Assignments are detailed on the class schedule which will be given during the required orientation session and posted on the course website.

## MANE CARD:

The Raburn labs are equipped with printers that students may use to print, when necessary. Students will logon to a computer with their Portal Username and password and Portal will provide the Banner L number for the Mane card system to charge the print cost. This means that for printing purposes the students only logon, they no longer have to swipe a card. Of course they still have to have a balance to be able to print.

## UNA College of Education: Alignment of Alabama State Department of Education Standards for Business and Marketing Education

Standard	Assessment
290-3-3-.23(1)(b)3.(viii) Ability to teach technology skills.	Go Textbook Assignments and Quizzes – Passing score
290-3-3-.25(1)(a)4. Knowledge of computer technology, information processing, and interactive multimedia.	Selected exam questions from the five exams – Passing score
290-3-3-.25(1)(b)7. Ability to convert, store, protect, process, transmit, and securely retrieve information in various application software.	MyITlab Skills-Based Exam Simulations – Passing score
290-3-3-.25(1)(b)8. Ability to utilize technology that helps to produce, manipulate, store, communicate, and/or disseminate information.	MyITlab Grader Projects – Passing score