

COURSE SYLLABUS
COLLEGE OF BUSINESS
SPRING SEMESTER 2012
CIS 236-02



INFORMATION SYSTEMS IN ORGANIZATIONS

INSTRUCTOR: Joan Parris, Ph.D., Professor
Computer Information Systems Department

OFFICE HOURS: Tuesdays: 11:00 a.m. to 12:30 p.m.
Wednesdays: 8:30 a.m. to 12:30 p.m.
Thursdays: 11:00 a.m. to 12:30 p.m.
Other times by appointment

OFFICE LOCATION: Keller Hall 238

OFFICE TELEPHONE: 256-765-4961; FAX - 256-765-4811

E-MAIL AND CAMPUS MAIL: Angel CIS 236-02 Course E-mail (preferred)
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One Harrison Plaza, Florence, AL 35632-0001

FAX: 256-765-4811

SECTION NUMBER: 02 (#22234)

CLASS LOCATION: Keller Hall, Raburn Wing, R206

COURSE TIME: Tuesdays and Thursdays, 9:30 – 10:45 a.m.

COURSE DESCRIPTION: A survey of information systems applications to support business processes, including operational, tactical, and strategic applications. Emerging and pervasive hardware, software, telecommunications, and data resource management technologies are emphasized. Security, ethics, global/international aspects, and systems integration issues are considered using the information systems (IS) framework. Prerequisites: CIS 125 and MA 112 or any Area III math included in the General Studies

Component listed under Academic Procedures and Requirements.

CREDIT HOURS: 3

PREREQUISITES: CIS 125 and MA 112 (or one of the following: MA 110, MA 113, MA 115, MA 125)

COURSE DELIVERY METHOD: Traditional Classroom

COURSE OBJECTIVES:

The student will:

1. understand the introductory concepts of the following areas of information systems:
 - Computer Hardware
 - Computer Software
 - Databases
 - Telecommunications and Networks
 - E-Business/E-Commerce
 - Decision Support
 - Security
 - Programming [CIS Outcomes a, i, j] [COB Goals 5, 6]
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2. understand the importance of developing systems design and implementation skills [CIS Outcomes b, c, j] [COB Goals 5, 6]
3. understand the importance of using systems analysis and design methods to solve problems faced by organizations [CIS Outcomes b, c, j] [COB Goals 5, 6]
4. recognize ethical conflicts and responsibilities in the field of information systems [CIS Outcomes e, g, j] [COB Goals 3, 4, 5]
5. understand the importance of effective IT management skills at both enterprise and global levels [CIS Outcomes g, j] [COB Goals 4, 5]
6. understand the importance of remaining current in the field of information systems through periodical readings, IT certifications, and work experience [CIS Outcomes h, j] [COB Goals 5, 6]
7. apply and improve written and oral communication skills [CIS Outcomes f, j] [COB Goals 1, 5]
8. apply and improve group collaborative skills [CIS Outcomes d, j] [COB Goals 2, 5]

TOPICS COVERED:

Part 1: Information Systems in Perspective

Chapter 1: Introduction to Information Systems in Organizations

Part 2: Technology

Chapter 2: Hardware and Software

Chapter 3: Database Systems, Data Centers, and Business Intelligence

Hands-on database practice:

Individual software tutorials and problem-solving project utilizing Access database software

Chapter 4: Telecommunications, the Internet, Intranets, and Extranets

Part 3: Business Information Systems

Chapter 5: Electronic and Mobile Commerce and Enterprise Systems

Chapter 6: Information and Decision Support Systems

Hands-on spreadsheet practice:

Individual software tutorials and problem-solving project utilizing Excel spreadsheet software

Chapter 7: Knowledge Management & Specialized Information Systems

Hands-on practice in integration of Access and Excel:

Individual software tutorials and **team problem-solving Project** integrating Access database and Excel spreadsheet software

Part 4: Systems Development and Social Issues

Chapter 8: Systems Development

Part 5: Information Systems in Business and Society

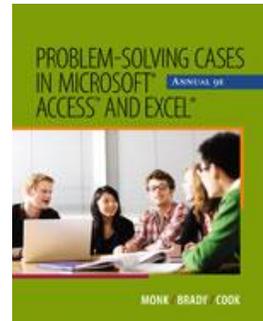
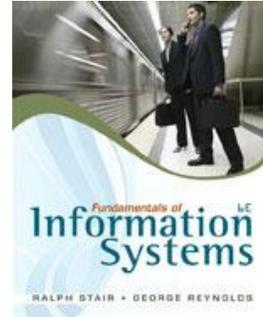
Chapter 9: The Personal and Social Impact of Computers

COURSE EVALUATION PROCESS:

Tests (Three tests—Test 1 over ch. 1-3; Test 2 over ch. 4-6; Test 3 on final exam day over ch. 7-9)	35%
Global case analysis research paper (one <u>individual</u> case analysis research paper on a global topic assigned by instructor; this is a UNA SACS QEP assignment)	15%
Individual Projects (two <u>individual</u> projects utilizing business Software <u>withOUT presentations</u> from the CASES textbook)	20%
Team Project (one <u>team</u> project utilizing business software <u>WITH presentation</u> from the CASES textbook)	15%
Assignments (Chapters Journal, software tutorials, ethics assignment, Other individual assignments, and attendance)	15%

REQUIRED TEXTBOOK, SOFTWARE, AND SUPPLIES:

- Primary Textbook (Required):
Stair, Ralph M., Reynolds, George. ***Fundamentals of Information Systems***, 6th Edition. Cengage Learning, 2012. ISBN-13: 978-0-840-06218-5.
<http://www.cengage.com/> ([Fundamentals of Information Systems](http://www.cengage.com/))
- Cases Textbook (Required):
Monk, Ellen F., Brady, Joseph A., Cook, Gerald S. ***Problem-Solving Cases in Microsoft Access and Excel***, 9th Annual Edition. Cengage Learning, 2012. ISBN-13: 978-1-111-82051-0.
<http://www.cengage.com/> ([Problem-solving Cases](http://www.cengage.com/))
- Software Used:
Microsoft Office 2010 – Word, Excel, Access, and PowerPoint
- Student Storage Materials:
A USB flash drive (64 MB size or larger).



Extra Information for Students on Other Book Purchase Options:

The following information is included here for your information. Your professor for the course is not recommending one format of textbook over any other format. The primary textbook, ***Fundamentals of Information Systems***, is also available in E-book format, and the cost is usually less expensive than the softbound book cost. The primary textbook is available in another format where you can purchase individual chapters or cases at www.ichapters.com. These chapters are usually less expensive than the softbound book cost. The cases textbook, ***Problem-Solving Cases in Microsoft Access and Excel, Annual 9e***, is NOT available in E-book format. The cases textbook is available in another format where you can purchase individual chapters or cases at www.ichapters.com. These chapters are usually less expensive than the softbound book cost. The UNA bookstore also has a rental program available for some textbooks.

IMPORTANT TECHNICAL SUPPORT CONTACT INFORMATION:

- UNA Angel Learning Management System Support:
angelsupport@una.edu (from your UNA portal e-mail if possible)
- UNA Portal FAQs: <http://unaportal.una.edu/site/faqlogin.html>
- UNA Computer Services Support: cpsupport@una.edu (from your UNA portal e-mail if possible)

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.

“All members of the university community are expected to be honorable and observe standards of conduct appropriate to a community of scholars. Students are expected to behave in an ethical manner. Individuals who disregard the core values of truth and honesty bring disrespect to themselves and the University. A university community that allows academic dishonesty will suffer harm to the reputation of students, faculty, and graduates.

It is in the best interest of the entire university community to sanction any individual who chooses not to accept the principles of academic honesty by committing acts such as cheating, plagiarism, or misrepresentation. Offenses are reported to the Vice President for Academic Affairs and Provost for referral to the University Student Discipline System for disposition.” (source: UNA 2011-12 Undergraduate Catalog page 50).

In addition to the University Policy, the following policy will be applied in this course:

- Any act of academic dishonesty will cause the student to fail the course. Academic dishonesty is defined as plagiarism (stealing or “using” another’s work without giving proper credit to the source) or cheating on an exam. Either will result in an automatic “F” for the course. Ignorance of what constitutes plagiarism is not an excuse. Contact your professor if you have any doubts.
- All work is expected to be your own work. An honor system will be employed, whereby you might be asked to sign a statement attesting to the source of the work.

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, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Amendment Act of 2008, 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 Disability Support Services to initiate the process to develop an accommodation plan. This accommodation plan will not be applied retroactively. 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 Disability Support Services (256-765-4214).

EMAIL DROP PROCEDURE—UNIVERSITY POLICY:

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.

CIS 236-02 SPRING 2012 SYLLABUS ADDENDUM

HOME PAGE: Login to unaportal.una.edu, click the “My Courses and Academic Services” tab, click the “Click here” under My Courses, click the “Information Systems in Organizations” link. You will want to use the “Check Browser” option to determine if your browser is configured to use the Angel Course Management Sites.

GRADE COMPONENT DESCRIPTIONS:

Tests: each test will have objective (multiple choice and/or true-false) and subjective (short answer, acronym expansion, draw and label, discussion) sections. The 3rd test is not comprehensive but will be given on the final exam day and will cover only the last three chapters in our main textbook.

Global Case Analysis Research Paper: the global case analysis is to be completed individually and requires web-based research and an analysis narrative in support of the case analysis. The instructor will assign the topic. A grading rubric will be provided for the case. Writing effectiveness (grammar, structure, and content) is an important grade component. APA format is the approved format for courses within the College of Business and the UNA Center for Writing Excellence (located in the basement of Collier Library on campus) can provide assistance with this APA format, research, and with your grammar issues.

Individual Projects: these two individual projects are to be completed individually and NOT in a team environment. A grading rubric will be provided for the project. The results from the project are to be submitted as if the project were ready for a formal presentation although the project will NOT be presented to the class. <http://www.cengage.com/> ([Problem-solving Cases](#))

Team Project and Presentations: this project is to be completed in a team environment, with team assignments made by the professor. A grading rubric will be provided for the project. Peer evaluations will be required and may negatively impact a student’s individual grade. Teams will be required to record their communications with other team members within the Team Discussion Board within the course Angel Learning homepage. The results from the project are to be presented in a formal business presentation format in class. Each team member must have a substantial role in the presentation. <http://www.cengage.com/> ([Problem-solving Cases](#))

Chapter Journal: each student is to construct a cumulative chapter journal that contains entries listing and describing the major course topics

assigned and discussed in class. In addition, the chapter journal is to contain an appendix with acronym expansions as encountered in class sessions. The chapter journal should serve as good notes for test reviews. <http://www.cengage.com/> ([Fundamentals of Information Systems](#))

GRADING SCALE:

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

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

** Final course average may be negatively impacted by excessive absences from class meetings: see the Class Attendance Policy described below*

CLASS ATTENDANCE AND PARTICIPATION:

Page 61 of the UNA 2011-12 Catalog covers the attendance policy: "Class Attendance. Regular and Punctual attendance at all scheduled classes and activities is expected of all students and is regarded as integral to course credit. Each student is directly responsible to the individual professor for absences and for making up work missed. Particular policies and procedures on absences and makeup work are established in writing for each class, are announced by the professor at the beginning of the term, and for excessive absences, may provide for appropriate penalties including reduction in grades or professor-initiated withdrawal..."

CIS Departmental Attendance Policy: "Whenever a student's cumulative absences for any reason--excused or unexcused--exceed the equivalent of three weeks of scheduled classes and activities (one week in each four-week session or two weeks in the eight week summer term), no credit may be earned for the course at the discretion of the professor."

Roll will be taken at the beginning of class. Students are expected to arrive on time and to remain in class for the entire duration of each class meeting. For students who come to class late, **it is their responsibility at the end of class** to see that they are counted present (but tardy).

CLASS OPERATIONS:

Course Expectations: Students in this course are expected to consistently perform at a high level in oral and written communications, to participate effectively in team activities, to consider the ethical implications of individual performance in all class activities, and to demonstrate awareness of current course-related issues in information technology use

and management in business. Each student should be prepared to participate in class discussion and should **bring the appropriate textbook and materials to every class.** *Playing games and surfing the Internet during class are not acceptable behaviors and will result in grade and attendance penalties.* If you need additional computer time outside of our class period, computer labs are available in Keller Hall, in Collier Library, and other areas around campus. Many of these labs have evening and weekend hours available.

Electronic Devices in Class Policy: Cellular phones, pagers, CD players, radios, and similar devices are prohibited from being operated in the classroom and laboratory facilities. Reasonable laptop-size computers may be used during lecture for the purpose of taking notes.

Food in the Classroom: NO FOOD OR DRINKS ARE ALLOWED IN THE CIS DEPARTMENT COMPUTER LAB CLASSROOMS.

UNA MANE CARD:

The labs are equipped with printers that students may use to print assignments. The printings of daily assignments are considered to be the students' responsibility. Most assignments will be submitted online through the Assignments Box on the Angel Homepage for the course, but each student will be required to have a Mane Card to print some assignments in the lab.

STUDENT RESPONSIBILITIES:

Your instructor is not responsible for your personal obligations, your maintaining a certain grade point average, or, for international students, ensuring that immigration requirements related to your continued enrollment at the university are met. It is important for students to communicate the need for support with course-related activities throughout the semester rather than only at the end of the semester when final course grades have been determined. The course evaluation guidelines will be uniformly applied, with no exceptions, to all students.

The instructor has the discretion to make changes to this syllabus as circumstances require.

The course calendar for the semester is on the following pages.

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.(iv) Ability to teach creative and critical thinking skills.	Global case analysis research paper – Passing score
290-3-3-.23(1)(b)3.(v) Ability to teach problem-solving skills.	Team Project - Hands-on problem-solving project in integration of Access and Excel – Passing score
290-3-3-.23(1)(b)3.(vi) Ability to teach decision-making skills.	Team Project - Hands-on problem-solving project in integration of Access and Excel – Passing score
290-3-3-.25(1)(b)9. Ability to analyze computer network management and support.	Selected questions from Test #2 covering these topics from Chapter 4 of the textbook – “Telecommunications, the Internet, Intranets, and Extranets” – Passing score

CIS 236-02, Thursdays, 9:30 a.m. – 10:45 a.m. – Spring 2012 - Assignments

Information Systems in Organizations

(Additional small assignments may be added throughout the course; and this schedule could change slightly.)

Date:	Grade Earned:	Topic/Chapter (from book):	Assignments:	All Assignments Due by 11:55 p.m. on Sunday:
<p>1. Week #1 – January 11-15 (Wednesday through Sunday)</p> <p>Class: Thurs., Jan. 12</p>		<ul style="list-style-type: none"> • Introduction to course and Angel Learning course homepage • Introduce TWO books for course: <ul style="list-style-type: none"> a. MAIN TEXTBOOK: <i>Fundamentals of Information Systems</i> b. PROJECTS BOOK: <i>Problem-Solving Cases in Microsoft Access and Excel</i> • Introduce the Chapter Journal assignment (store in a Word file on your flash drive and add study notes to the journal for each chapter in the main textbook) 	<p>For next week: Read Chapter 1 in the main textbook.</p> <p>Work on your study notes in your chapter journal for Chapter 1. (This will be Assignment 6 – due February 19)</p>	<p>Note: assignments will be posted here in the course assignments schedule AND also in the Assignments Box under LESSONS on the CIS 236 Angel Learning course homepage. Access this homepage through UNA’s Portal - “MY COURSES.” Extra assignment details may appear in the Assignments Box in Angel. Most assignments will be due on Sunday night at 11:55 p.m. However, the team projects will be due by 11:55 p.m. on the day of the team presentation.</p>
<p>2. Week #2 – January 16-22 (Monday through Sunday)</p> <p>(Mon., Jan. 16 = UNA Holiday)</p> <p>Class: Tues., Jan. 17 and Thurs., Jan. 19</p>		<ul style="list-style-type: none"> • Cover Ch. 1 in main textbook – “<i>An Introduction to Information Systems in Organizations</i>” • Introduce Keirsey Temperament Sorter II assignment – www.keirse.com 	<p>For next week: Read Chapter 2</p> <p>Work on your study notes in your chapter journal for Chapter 2 (Assignment 6 – due Feb. 19)</p> <p>Read Tutorial F in the projects book – p. 205</p> <p>Assignment 1: Take the online Keirsey Temperament Sorter II, write a brief paper about your feelings about your Keirsey results and submit to Assignment Box 1, and also post your results to the course discussion board – due Jan. 22 : www.keirse.com</p>	<p>Assignment 1 due Jan. 22 – Keirsey Temperament Results. Post to assignment box and to discussion board.</p>

Date:	Grade Earned:	Topic/Chapter (from book):	Assignments:	All Assignments Due by 11:55 p.m. on Sunday (except team Projects—due day of presentation):
<p>3. Week #3 – January 23-29 (Monday through Sunday)</p> <p>Class: Tues., Jan. 24 and Thurs., Jan. 26</p>		<ul style="list-style-type: none"> • Cover Ch. 2 in main textbook – “<i>Hardware and Software</i>” • Ethics Exercise • Introduce/Cover Tutorial F in projects (cases) book – “<i>Giving an Oral Presentation</i>” – p. 205 	<p>For next week: Read Chapter 3</p> <p>Work on your study notes in your chapter journal for Chapter 3.</p> <p>Assignment 2: Ethics Exercise – due Jan. 29</p>	<p>Assignment 2 due – Jan. 29 - Ethics Exercise. Post to assignment box.</p>
<p>4. Week #4 – January 30-February 5 (Monday through Sunday)</p> <p>Class: Tues., Jan. 31 and Thurs., Feb. 2</p>		<ul style="list-style-type: none"> • Cover Ch. 3 in main textbook – “<i>Database Systems, Data Centers, and Business Intelligence</i>” • Introduce Tutorial A and B in projects book – “<i>Database Design</i>” on p. 3 and “<i>Microsoft Access Tutorial</i>” on p. 13 • Introduce and assign the global case study research project (an individual assignment—Assignment 3) 	<p>For next week, Read Tutorials A and B in the projects book – Tutorial A begins on p. 3 and Tutorial B begins on p. 13. We will discuss the database design problem on pages 11-12 so be prepared to add to the class discussion. We will also begin the Tutorial B database work during class. Read over Tutorial B carefully so that you will be prepared to begin working on it next week (Assignment 4).</p> <p>Assignment 3: INDIVIDUAL Global Case study research paper (individual assignment—not a team assignment) – due Feb. 19. Assignment detail will be on the Angel homepage in the LESSONS link in the Assignment Folder for Assignment 3.</p>	<p>NO ASSIGNMENT DUE (...But read ahead! Be working on Assignments 3, 4, and 6!)</p>
<p>5. Week #5 – February 6-February 12 (Monday through Sunday)</p> <p>Class: Tues., Feb. 7 and Thurs., Feb. 9</p>		<ul style="list-style-type: none"> • Discuss Tutorial A in projects book – “<i>Database Design</i>” – p. 3 • Discuss and Begin working on Tutorial B in projects book – “<i>Microsoft Access Tutorial</i>” – p. 13 	<p>Assignment 4: Complete Tutorial B in projects book – due Feb. 19.</p> <p>Study for Test 1 next week Covering Ch. 1 – 3 in the main textbook</p>	<p>NO ASSIGNMENT DUE (...But be working on Assignments 3, 4, and 6!)</p>

Date:	Grade Earned:	Topic/Chapter (from book):	Assignments:	All Assignments Due by 11:55 p.m. on Sunday (except team Projects—due day of presentation):
<p>6. Week #6 – February 13-February 19 (Monday through Sunday)</p> <p>(Friday, Feb. 17=UNA Winter Break)</p> <p>Class: Tues., Feb. 14 and Thurs., Feb. 16</p> <p>TEST 1 IS THIS WEEK!</p>		<ul style="list-style-type: none"> • TEST 1 (covering Chapters 1-3 in the main textbook) • Assign INDIVIDUAL Project 1 (using Access database) 	<p>Assignment 5 – INDIVIDUAL Project 1 (using Access database) – due during WEEK #9 (March 11)</p> <p>Assignment 6 – Chapter Journal - Part 1 (covering Chapters 1-3) is due Feb. 19</p> <p>For next week, read Ch. 4 in the main textbook.</p> <p>Work on your study notes in your chapter journal for Chapter 4 (this will be Assignment 9).</p>	<p>Assignment 3 due – Feb. 19 - INDIVIDUAL Global Case research paper</p> <p>Assignment 4 due – Feb. 19 - Tutorial B in projects book.</p> <p>Assignment 6 due – Chapter Journal - Part 1 (covering Ch. 1-3) is due on Feb. 19.</p>
<p>7. Week #7 – February 20-February 26 (Monday through Sunday)</p> <p>Class: Tues., Feb. 21 and Thurs., Feb. 23</p>		<ul style="list-style-type: none"> • Cover Chapter 4 in main textbook – “<i>Telecommunications, the Internet, Intranets, and Extranets</i>” • Work on Project 1 (Access) – Assn. 5 	<p>For next week, read Ch. 5 in the main textbook.</p> <p>Work on your study notes in your chapter journal for Chapter 5 (Assignment 9).</p>	<p>NO ASSIGNMENT DUE (...But be working on Assignment 5 - Project 1 and Assignment 9—study journal for chapters 4-6)</p>
<p>8. Week #8 – February 27-March 4 (Monday through Sunday)</p> <p>Class: Tues., Feb. 28 and Thurs., Mar. 1</p> <p>Note: UNA’s midterm is Fri. March 2</p>		<ul style="list-style-type: none"> • Cover Ch. 5 in main textbook – “<i>Electronic and Mobile Commerce and Enterprise Systems</i>” • Work on Project 1 	<p>Work on project 1 (Assignment 5)</p>	<p>NO ASSIGNMENT DUE (...But be working on Assignment 5 - Project 1 AND Assignment 9!)</p>

Date:	Grade Earned:	Topic/Chapter (from book):	Assignments:	All Assignments Due by 11:55 p.m. on Sunday (except team Projects—due day of presentation):
<p>9. Week #9 – March 5-March 11 (Monday through Sunday)</p> <p>Class: Tues., March 6 and Thurs., March 8</p>		<ul style="list-style-type: none"> • Assignment 5 - Project 1 	<p>For next week, read Ch. 6 in the main textbook.</p> <p>Work on your study notes in your chapter journal for Chapter 6 (Assignment 9).</p> <p>—</p>	<p>Assignment 5 due – (using Access database) is due by 11:55 p.m. , March 11</p>
<p>10. Week #10 – March 12-March 18 (Monday through Sunday)</p> <p>Class: Tues., March 13 and Thurs., March 15</p>		<ul style="list-style-type: none"> • Cover Ch. 6 in main textbook - <i>“Information and Decision Support Systems”</i> • Begin Tutorial C in the projects book – p. 87 – <i>“Building a Decision Support System in Excel”</i> • Assign Individual Project 2 (using Excel spreadsheets) (Assignment 8) 	<p>Assignment 7: Tutorial C in the projects book – due March 25</p> <p>Assignment 8 – Individual Project 2 (using Excel spreadsheets) – due Week #12 (April 8)</p> <p>For next week, READ Tutorial E in the projects book. There is no assignment associated with this tutorial, but it has important information that is covered in the next two projects.</p> <p>For next week, study for Test 2 (covering Ch. 4-6 in the main textbook).</p>	<p>NO ASSIGNMENT DUE (...But, there’s plenty to be working on: Assignments 7, 8, and 9!)</p>
<p>11. Week #11 – March 19-March 25 (Monday through Sunday)</p> <p>(UNA Spring Break, March 25-31)</p> <p>Class: Tues., March 20 and Thurs., March 22</p> <p>Test 2 is this week!</p>		<ul style="list-style-type: none"> • Discuss Tutorial C • Discuss Tutorial E – p. 189 – <i>“Guidance for Excel Cases”</i> • Work on Project 2 • TEST 2 (OVER CH. 4-6) 	<p>For next week, read Tutorial D in the projects book – p. 127</p> <p>For next week, finalize project 2 (Assignment 8) – due April 8</p>	<p>Assignment 7 due – March 25 – Tutorial C in the projects book</p> <p>Assignment 9 – Chapter Journal - Part 2 (covering Chapters 4-6) is due after you take Test 2 – March 25</p>

Date:	Grade Earned:	Topic/Chapter (from book):	Assignments:	All Assignments Due by 11:55 p.m. on Sunday (except team Projects—due day of presentation):
<p>12. Week #12 – April 2-April 8 (Monday through Sunday)</p> <p>(UNA Good Friday Holiday, Fri., April 6)</p> <p>Class: Tues., April 3 and Thurs., April 5</p>		<ul style="list-style-type: none"> • Project 2 • Begin Tutorial D in the projects book - p. 127: “Building a Decision Support System Using the Excel Solver” 	<p>Assignment 10: Tutorial D in the projects book – due April 15</p> <p>For next week, read Ch. 7 in the main textbook.</p> <p>Work on your study notes in your chapter journal for Chapter 7 (Assignment 12).</p>	<p>Assignment 8 – Project 2 (using Excel spreadsheets) – due Week #12 (April 8).</p>
<p>13. Week #13 – April 9-15 (Monday through Sunday)</p> <p>Class: Tues., April 10 and Thurs., April 12</p>		<ul style="list-style-type: none"> • Cover Ch. 7 in main textbook - “<i>Knowledge Management and Specialized Information Systems</i>” • Discuss Tutorial D in projects book • Assign Team Project (Project 3) (integrating Access databases and Excel spreadsheets) (Assignment 11) 	<p>Assignment 11 – Team Project (Project 3) (integrating Access databases and Excel spreadsheets) – due Week #15 (April 29; team presentations on Thursday, April 26)</p> <p>For next week, read Ch. 8 AND Ch. 9 in the main textbook.</p> <p>Work on your study notes in your chapter journal for Chapters 8 and 9 (Assignment 12)</p>	<p>Assignment 10 due – April 15 – Tutorial D in the projects book</p>
<p>14. Week #14 – April 16-22 (Monday through Sunday)</p> <p>Class: Tues., April 17 and Thurs., April 19</p>		<ul style="list-style-type: none"> • Cover Ch. 8 and Ch. 9 in main textbook - Ch. 8 = “<i>Systems Development and Social Issues</i>” Ch. 9 = “<i>The Personal and Social Impact of Computers</i>” 	<p>For next week, work on last project (Project 3 - team project & presentation— Assignment 11) – presentations on Thurs., April 26; paperwork for team project due April 29</p>	<p>NO ASSIGNMENT DUE (...But, there’s plenty to be working on in Assignment 11 and 12!)</p>
<p>15. Week #15 – April 23-29 (Monday through Sunday)</p> <p>Class: Tues., April 24 and Thurs., April 26</p>		<ul style="list-style-type: none"> • Project 3 Team Presentations during class • Finish covering Ch. 8 & 9 	<p>For next week, begin studying for Test 3 to be given on final exam day – Monday, May 7, 10:15 a.m. - Noon (Test 3 covers Chapters 7 – 9 in the main textbook)</p> <p>Work on your chapter journal notes for Chapters 7 – 9 (Assignment 12)</p>	<p>Assignment 11 – Team Project (project 3) (integrating Access databases and Excel spreadsheets) – due Week #15 (April 29). Team presentations on Thursday, April 26</p>

Date:	Grade Earned:	Topic/Chapter (from book):	Assignments:	All Assignments Due by 11:55 p.m. on Sunday (except team Projects—due day of presentation):
<p>16. Partial Week #16 (only Monday through Wednesday, April 30-May 2)</p> <p>Tuesday, May 1</p> <p>(No Thursday class this week)</p> <p>(Note: UNA’s Study Day or “Dead Day” is Thurs., May 3; Exams are from May 4-May 9)</p>		<p>Finish coverage of Ch. 7 – 9 (exam review).</p> <p>(Test 3 on Exam Day covers Ch. 7 - 9 in main textbook)</p>	<p>Assignment 12 – Chapter Journal - Part 3 (study notes for Chapters 7 - 9) is due on Monday, May 7 at noon immediately following Test #3 (during the class’s final exam period)</p>	
<p>17. FINAL EXAM DAY/TIME: Monday, May 7 - 10:15 to 12 noon - Test #3</p> <p>TEST 3 IS THIS WEEK!</p> <p>(NOTE: This exam is NOT on our regular class meeting day)</p>		<ul style="list-style-type: none"> • Test #3 given during Final Exam time (covers only chapters 7 - 9 in our main textbook) 		<p>Test #3 (over Ch. 7 - 9 in the main textbook)</p> <p>Assignment 12 – Chapter Journal - Part 3 (study notes for Chapters 7 - 9) is due on Monday, May 7 at noon.</p>