

# CISM 2201

## Fundamentals of Computer Applications

### Spring 2020 – Section N07

**Instructor:** Ms. Mariana Sanchez

**Office Hours:** T/TH 7:30AM-11:00AM

**Office:** (UWG) Miller Hall, Rm # 2321

**Phone:** 678-839-5165

**Email:** msanchez@westga.edu

**Prerequisite:** A GPA of 2.0 is required.

#### **Required Text:**

Exploring Microsoft Office Excel 2016 Comprehensive (w/ access code), by Mary Anne Poatsy, Keith Mulbery, Jason Davidson, Robert Grauer, Pearson, 2017.

*Choose one (1) of the options below:*

ISBN 9780134455878 (eText with MyLabIT Access Card without a hard copy of the textbook)

ISBN 9780134573110 (hard copy textbook and eText with MyLabIT Access Card)

#### **Register Text:**

1. [www.pearsonmylabandmastering.com](http://www.pearsonmylabandmastering.com)
2. Under Register ->select Student
3. Course ID: sanchez49059
4. On the My Courses page, select the course name *CISM 2201 - Fundamentals of Computer Applications Section N06* to start your work.

#### **Course Description:**

An introduction 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.

There is no assigned time for this class; however, faculty/GRAs will be available during the times listed.

#### **Credit Hour Policy (3 credit hours):**

For approximately fifteen weeks, students in this class will generally spend 150 minutes with direct faculty instruction (either face-to-face or online) 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.

#### **Attendance Policy:**

CISM 2201 is 95-100% online. Students must have access to the internet. The midterm and the final exams are taken at a proctored facility. \* Please see the last page for further information for the Midterm and Final Exam dates.

#### **Course Learning Objectives:**

- Understand how information technology aids business decision-making. (BBA 3, BBA 6, MIS 1)
- 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:**

- Introduction to MS Word
- Introduction to MS PowerPoint
- MS Excel Basics & Advanced

## Academic Dishonesty:

**The Honor Code:** 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.

### Definitions:

Cheating: 'using or attempting to use unauthorized materials, information or study aids'

Fabrication: 'falsification or unauthorized invention of any information or citation'

Plagiarism: 'representing the words or ideas of another as one's own. Direct quotations must be indicated and ideas of another must be appropriately acknowledged'

### 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's 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.**

### Penalties for Breach of Academic Integrity:

Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of penalties including but not limited to failing the assignment, failing the course, and referral to Office of the Vice President for Academic Affairs.

For further details please refer to the UWG Student Handbook:

<http://www.westga.edu/handbook/>

### Important Note:

*You are allowed to discuss general questions about the material in this course with classmates. However, the graded assignments that you submit must be your own work. Evidence of sharing data/files on any graded assignment will be considered academic dishonesty. For more information, please refer to the MyLabIT Academic Dishonesty section of the syllabus.*

**Request for Modification:**

Any students requiring modifications should make an appointment to meet with the instructor as soon as possible. An official letter from UWG documenting the disability is required in order to receive accommodations. Please contact the Accessibility Services office for assistance. Location: 123 Row Hall / Phone number: 678-839-6428.

**Student Rights and Responsibilities:**

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.

[https://www.westga.edu/administration/vpaa/assets/docs/faculty-resources/common\\_language\\_for\\_course\\_syllabi\\_v2.pdf](https://www.westga.edu/administration/vpaa/assets/docs/faculty-resources/common_language_for_course_syllabi_v2.pdf)

**Required Software:**

For this course you are required to complete all assignments using Microsoft Office. If you do not have Office, Microsoft provides every student Office 365 for free.

- Get Office 365: <https://products.office.com/en-us/student/office-in-education>
- *Note: If you have a Mac you may also download Office 2013. If you would like to have your Mac run Windows 7 as well, please contact SITS at 678-839-5067 or <http://www.westga.edu/sits/>*

**Official Communication Channel:**

The official method of communication for this class is through the westga.edu email. Please do not email me from a Gmail, Hotmail, Yahoo, etc., as those emails typically go to spam.

**Email Etiquette Do's and Don'ts:**

When emailing me please be professional! Proofread your email before sending it and include your class and section name (ex: CISM 2201 – N01). Please don't send an email asking a question for which the answer can be found on the course syllabi. If you are having trouble with any given assignment and choose to contact myself or the Graduate Assistants hours before the assignment is due you will most likely 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 Graduate Assistants and ask your questions! In other words – sending emails at 8:00 p.m. when the assignment is due at 11:59 p.m. of the very same day is not the best idea. I will reply to questions within 24-48 hours; however the response times may be longer on the weekend.

**Graduate Assistants:**

Michael Intriago – [mintrial@my.westga.edu](mailto:mintrial@my.westga.edu)

Hours: M/W 8 -12pm; 12:30 - 2pm & Friday 8am – 11am

Ted Lyon– [tlyon1@my.westga.edu](mailto:tlyon1@my.westga.edu)

Hours: T/TH 8 -12pm; 12:30 - 5pm & Friday 11am – 2pm

**MIS Computer Lab – Miller Hall room #2215:**

Graduate Assistants are available for assistance according to the hours listed above.

\*Before requesting help, make sure that you come prepared.

**Course Evaluation:**

Graded Assignments	50%
(Excel Grader Project & Excel Simulation Training)	
Midterm Exam	25%
Final Exam	25%

**Grade Scale:**

A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 – 69%
F	0 – 59%

## Getting Started in CourseDen (D2L):

Basic course information can be found in CourseDen – syllabus, instructor videos, announcements, syllabus quiz, grades and a few assignments <https://westga.view.usg.edu> . It is your responsibility to check your D2L account frequently.

1. You will login to CourseDen using your UWG ID login and password.

## Using MyLabIT:

To access **ALL** the Excel content including your textbook, practice and graded assignments you will go to [www.pearsonmylabandmastering.com](http://www.pearsonmylabandmastering.com) and use the login you created when you registered for the course (refer to page 1).

## Course Orientation:

Make sure that you watch the videos and read the tutorials for this course orientation online on CourseDen (D2L). You will be **required** to complete a Syllabus Quiz in order to have access to the course. This quiz also includes your UWG Honor Code pledge (referenced above).

## Graded assignments (Grader Assignments & Simulation Training):

As the name states graded assignments will be due throughout the semester (please see the ‘Course Schedule’ at the end of the syllabus for specific dates). Two (2) graded assignments are to be completed in CourseDen. Assignments in CourseDen can be found under the Assessment tab under Assignments. The remainder of the Excel assignments (Grader Assignments & Simulation Training) will be completed using MyLabIT. It is very important that you complete all of these assignments on time. Please allow time to receive feedback on graded assignments.

## Practice assignment (Simulation Exam):

For the Excel portion of the course practice exercises are available for each chapter in the MyLabIT. These exercises are called “Simulation Exam” and serve as *practice and are not mandatory*. Therefore, it is your choice to complete them or not.

## Assignments Observation:

- Assignments are due at 11:59 p.m. EST
- You can only submit assignments once.
- For every hour an assignment is late, 5% will be deducted from the assignment grade.
- Missed assignments will receive a grade of 0.
- I can only judge your attendance by virtue of your timely submission of homework assignments.
- Only with proper documentation and with prior approval, will university sponsored events or work-related activities (within reason) not count as an absence and receive a grade of zero.
- Also, if you are sick and have documentation from a physician, your absence will be excused.
- **If you have more than six (6) absences / missed assignments, you may be dropped from this course at the discretion of the instructor.**
- Make sure that all assignments are submitted with valid file extensions (.pdf, .docx, .xlsx, .ppt, etc.). **NOTE: Files with the extension .lnk are NOT valid and will result in a grade of 0.**
- Additionally, you should make a habit of saving you work while you are taking this course, or any other, so that you will be able to bring back up or resubmit your work should any issues arise. If you do not own a computer or laptop on which you do your school work then I would recommend a thumb drive so that you are sure that you have a copy of your work.

## MyLabIT Academic Dishonesty:

Please be aware that the MyLabIT software can detect academic integrity violations (cheating) if you share your work, submit someone else’s work, or give your work to someone else to submit. Each student **must** download his/her own starter file(s) of the Excel grader and simulation projects through his/her own MyLabIT account and complete the grader projects using his/her own starter file(s).

Failing to do so will be considered plagiarism and will result in zero grade for the assignment. “Borrowing a friend’s computer” and accidentally submitting your friend’s project file instead of your own is not an excuse. **Any project**

**flagged with potential integrity violation by MyLabIT will be given a grade of zero regardless of how or why it happened.** To avoid integrity violations, 1) ALWAYS log in as yourself, and download and save your starter files for yourself to your own storage media; 2) Never share these files with anyone, and never accept downloaded files from anyone else; 3) Submit your own work. Do not copy and paste work from someone else; and 4) Do not perform any operations on your file(s) outside of the given instructions (deleting XML data, etc.). MyLabIT will detect this and flag your project as an integrity violation.

### **Midterm and Final Exams:**

Both 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 or via UWG ProctorU (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 (8:00AM – 5:00PM). The off-site proctored exams must occur during the week of the on campus proctored exams.

- ✓ Students taking exams off-campus ***MUST***:
  1. Notify the instructor to inform that he/she wishes to take the exam(s) off-campus.
  2. During the first month of classes, the student signs up for the proctored exam(s), both through the Distance and Distributed Education Center and at an approved testing site (located throughout Georgia and other areas of the United States).
    - a. Link to approved testing sites: <http://www.westga.edu/~distance/webct1/exams/sites.html>
- ✓ Take the exam via an online virtual proctoring service (from your own computer):
  1. Virtual proctoring means that you will be watched and recorded. It is the student's responsibility to ensure that their computer meets minimum technical requirements, including audio and webcam capabilities. Note that ProctorU charges a fee to proctor your test. Fees may vary - the earlier you sign up, the less it will cost.
  2. You MUST also submit this Student Exam Request Form:  
[https://docs.google.com/forms/d/e/1FAIpQLSfmWXJvFe\\_zh5Ja4pWvVU7soOfHwphO-dZV-wjDxqeQFeKpEw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfmWXJvFe_zh5Ja4pWvVU7soOfHwphO-dZV-wjDxqeQFeKpEw/viewform)
  3. After these steps are complete, you need to go and follow the instructions at the UWG ProctorU site:  
<https://www.proctoru.com/portal/westga>

### **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 or Instructor-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.

**Here are some important links that will assist you with a particular issue in this course:**

- Distance Education – Help
  - <http://uwgonline.westga.edu/students.php>
  - Helpline: M-F 8am- 5pm 678-839-6428 or 1-855-933-UWGO (8946)
  - Email: [online@westga.edu](mailto:online@westga.edu)
- Information Technology Services
  - Phone: 678-839-6587
  - <http://www.westga.edu/its/>
- Ingram Library Services
  - <http://www.westga.edu/library/>
- CourseDen (D2L) Home Page
  - <https://westga.view.usg.edu>
- UWG Online Student Page
  - <http://uwgonline.westga.edu/students.php>
- SITS
  - [http://www.westga.edu/sits/index\\_5779.php](http://www.westga.edu/sits/index_5779.php)
- Accessibility Services
  - <https://www.westga.edu/student-services/counseling/accessibility-services.php>
- Student Support (UWG Cares)
  - <http://www.westga.edu/UWGCares/>
- Academic Support
  - <http://www.westga.edu/handbook/39.php>
- Student Handbook
  - <http://www.westga.edu/handbook/>
- USG Copyright Statement
  - <http://www.usg.edu/copyright/>
- HB 280 (Campus Carry):
  - UWG follows University System of Georgia (USG) guidance: [http://www.usg.edu/hb280/additional\\_information#](http://www.usg.edu/hb280/additional_information#)
  - You may also visit our website for help with USG Guidance: <https://www.westga.edu/police/campus-carry.php>

## COURSE SCHEDULE

*\*This is a tentative schedule and is subject to revisions by the instructor. Any changes will be announced in CourseDen.\**

*All Simulation assignments are due Monday's at 11:59PM*

*All Grader assignments are due Wednesday's at 11:59PM*

*In-class Exams are scheduled on Friday's*

**Jan. 15<sup>th</sup> (W)** Course Orientation Syllabus Quiz due in CourseDen at 11:59PM

**Jan. 15<sup>th</sup> (W)** Word Assignment due in CourseDen at 11:59PM

**Jan. 22<sup>nd</sup> (W)** PowerPoint Assignment due in CourseDen at 11:59PM

**Jan. 27<sup>th</sup> (M)** Excel Chapter 1 Simulation Training due in MyITLab at 11:59PM

**Jan. 29<sup>th</sup> (W)** Excel Chapter 1 Grader Project due in MyITLab at 11:59PM

**Feb. 3<sup>rd</sup> (M)** Excel Chapter 2 Simulation Training due in MyITLab at 11:59PM

**Feb. 5<sup>th</sup> (W)** Excel Chapter 2 Grader Project due in MyITLab at 11:59PM

**Feb. 10<sup>th</sup> (M)** Excel Chapter 3 Simulation Training due in MyITLab at 11:59PM

**Feb. 12<sup>th</sup> (W)** Excel Chapter 3 Grader Project due in MyITLab at 11:59PM

**Feb. 17<sup>th</sup> (M)** Excel Chapter 4 Simulation Training due in MyITLab at 11:59PM

**Feb. 19<sup>th</sup> (W)** Excel Chapter 4 Grader Project due in MyITLab at 11:59PM

**Feb. 28<sup>th</sup> (F)** Mandatory In-Class Midterm Exam – Miller Hall

**N07 - IN CLASS: 10:00 – 11:15 AM (Room# 2327 & 2328) - Bring Student ID**

**Mar. 9<sup>th</sup> (M)** Excel Chapter 5 Simulation Training due in MyLabIT at 11:59PM

**Mar. 11<sup>th</sup> (W)** Excel Chapter 5 Grader Project due in MyLabIT at 11:59PM

**Mar. 30<sup>th</sup> (M)** Excel Chapter 8 Simulation Training due in MyLabIT at 11:59PM

**Apr. 1<sup>st</sup> (W)** Excel Chapter 8 Grader Project due in MyLabIT at 11:59PM

**Apr. 13<sup>th</sup> (M)** Excel Chapter 9 Simulation Training due in MyLabIT at 11:59PM

**Apr. 15<sup>th</sup> (W)** Excel Chapter 9 Grader Project due in MyLabIT at 11:59PM

**Apr. 24<sup>th</sup> (F)** Mandatory In-Class Final Exam – Miller Hall

**N07 - IN CLASS: 10:30 – 1:00 PM (Room# 2327 & 2328) - Bring Student ID**