University of North Carolina at Greensboro  
Bryan School of Business and Economics  
Department of Information Systems and Operations Management  

ISM 210 - Business Computing II  
Course Syllabus for Fall, 2005 – Sections 1 and 2  

Course Number: ISM 210  
Course Name: Business Computing II  
Instructor: Maurie Lockley, Lecturer  
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Office Hours  
Monday and Wednesday: 1:30 – 2:45  
Tuesday: 2:00 – 4:30  
Thursday 10:00 – 11:00  
Other times by appointment  
Other times by appointment

Textbook and Supplies:  
- Train and Access IT  
- Flash Drive  
- OR 5 CDRWs

Any MS Office 2003 Reference Manual – Including your 110 textbook

Course Description:  
Business Computing II covers advanced techniques in the use of microcomputer applications, including desktop publishing, spreadsheets, database systems, and linkage between applications. Students study end-user applications are managed and contribute to business.

Relationship to Other Coursework:  
Business Computing II expands the student’s proficiency of using advanced microcomputer tools. This platform will be expanded in subsequent course work: 304 (Managing and organizing Projects), 305 (Office Systems Analysis and Design), 318 (Database Systems Sequence), and 452 (Design of Management Information Systems). The objectives of this course are to provide the student with a detailed understanding of computer systems and to develop some advanced competencies with common business software applications. These competencies will include:  
(a) Understand microcomputer and networking terminology and operations,  
(b) Demonstrate software literacy by producing work on Visio aided only by on-line documentation.  
(c) Employ the Windows XP operating system,  
(d) Productively use word processing, business graphics, databases and spreadsheet software at an advanced level
## Course Topics

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<tbody>
<tr>
<td><strong>Windows XP</strong></td>
<td>Use Windows XP and demonstrate file management skills.</td>
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<tr>
<td><strong>Internet</strong></td>
<td>Access the Internet to develop IT research skills. Design and publish an individual web site.</td>
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<tr>
<td><strong>e-mail</strong></td>
<td>Use mail on the UNCG system and attach files.</td>
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<tr>
<td><strong>Access</strong></td>
<td><em>Productively</em> use Access to construct, maintain and edit databases. Demonstrate an elementary understanding of database design. Use Access to create and print multi-level (aggregated) reports, modify dB structure, define relationships between tables and dB files, design masks and forms, specify query conditions, calculate fields in forms and queries, and use comparison operators and functions. Group queries and reports by appropriate level. Calculate fields in forms, queries and reports. Recognize and apply elements of good database design. Create mailing labels.</td>
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<tr>
<td><strong>Excel</strong></td>
<td>Productively use Excel to plan and construct a spreadsheet with cell reference formulas and functions. Create a spreadsheet with relative and absolute cell references. Use cell notes to document formula logic. Attractively format worksheet data. Use Excel to create professional charts. Recognize which chart types optimally represent data types. Employ advanced Excel features, Solver, Subtotals, and Filtering. Protect worksheet data and formulae. Employ more complex functions, IF, VLOOKUP, HLOOKUP, PMT FV, AND, OR and others and understand when a function is appropriate and which to use. Create and use and modify Pivot Tables and Charts. Use advanced data analysis features, filters, subtotals, and multi level sorts.</td>
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<tr>
<td><strong>Integration</strong></td>
<td>Integrate between the MS Office products seamlessly. Recognize the appropriate tool for the task.</td>
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<td><strong>PowerPoint</strong></td>
<td>Productively use PowerPoint software to construct and edit text slides. Use PowerPoint software to construct a professional multi-media presentation that employs WAV files, animations, and effects to enhance communication.</td>
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<tr>
<td><strong>Visio</strong></td>
<td>Launch Visio. Employ multiple stencils in a drawing. Revise drawings.</td>
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<tr>
<td><strong>Dreamweaver</strong></td>
<td>Use web authoring software to create, edit and publish a website on the UNCG UNIX web servers. Use relative and absolute links, mouse-overs, good design elements and tools.</td>
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**Class Format**
Lectures, class demonstrations, tutorial-style lab assignments.

**Grading:**
Grades are based on tests and an oral presentation. The course grade will be calculated using the following weights: Students will receive the higher grade from the weighing structure.

<table>
<thead>
<tr>
<th>Grade Calculation Options</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Train and Assess IT</td>
<td>20%</td>
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<tr>
<td>Midterm</td>
<td>20%</td>
</tr>
<tr>
<td>Access Lab Test</td>
<td>20%</td>
</tr>
<tr>
<td>Excel Lab Test</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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**Lab Assignments:**
A variety of projects on each application are assigned. They range in scope and difficulty. The intent is for students to use the assignments as needed to prepare for the lab examinations. Because time management skills are essential to survive in the IS professional, students are free to decide the amount of individual practice necessary to master an application. The last projects will be the most difficult. If you believe that you have mastery in an application, attempt the difficult project first.

There are no extra credit assignments.

**Tests:**
**Written Tests:** Attendance on test dates is **MANDATORY**. If for any reason, the student must miss a test, the student may notify the instructor in writing *in advance* and reschedule the test *prior* to its scheduled date. No make up examinations are offered for any reason.

**Lab Tests:** Attendance for lab tests is **MANDATORY**. Lab tests will be conducted in Bryan 221 (unless notified of change). Lab tests are timed. Students submit their test files to the digital dropbox on BlackBoard. The only files graded will be those submitted in the approved fashion. **Failing to submit work will result in a zero grade.**

**Posting Grades:** Grades in the ISOM Department are NOT posted and are NOT given over the phone. If you want an early report of your grade, please leave a self-addressed envelope or e-mail your instructor. You may dial 1-800-613-9503, enter your SS# and UNCG Pin number, and hear your final grades as soon as they are loaded into the computer.

**Oral and Written Communication Content:** Information Systems involves a dynamic environment with constant attention to changes. Active study and discussions enhance the classroom learning. Students are encouraged and expected to come to class prepared to ask questions.

Effective and professional written communication is stressed through the required lab assignments. Furthermore, most exams include an essay component that will be evaluated on technical writing ability, content and accuracy.

E-mail: Each student has been assigned an E-Spartan account by the IRC. Students will be expected to activate their accounts and to use electronic mail. An excellent way to receive help on homework assignments is for students to attach the file in question to an e-mail and send it to the instructor.
**Technology Applications:**
Technological advances in computing are addressed throughout the course.

**Ethical Perspectives:**
Computing is a tool employed to manage information during decision-making. The importance of ethical decisions will be addressed in many of the topics covered by the instructor as well as in student presentations.

**Global Perspectives:**
Globalization is a primary objective of the Bryan Business School. Coverage is limited to topics covered by student presentations. It will vary from semester to semester.

**Attendance Policy:**
Each student is responsible for *all* the information and announcements that are made in class and in lab. Poor attendance causes poor performance in this course. Because this is a course in the School of Business, students are expected to conduct themselves professionally. A professional shows up for scheduled meetings prepared and on time. A professional does not sleep during a meeting. A professional does not leave prior to the end of the meeting unless there is an extreme emergency. Appropriate professional conduct is appropriate class behavior.

Any student missing the first class without notifying the instructor will be administratively dropped from the course. Any student missing more than three classes (excused or not) may have their grade dropped by a letter grade.

**Honor Code Policies:**
University students are expected to conduct themselves in accordance with the highest standards of academic integrity. Academic misconduct for which a student is subject to penalty includes all forms of cheating, including, but not limited to illicit possession of examinations or examination materials, forgery, or plagiarism. Students will not make, borrow, or “share” copies of their lab assignments or files with other students.