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 Spring 2006—Section 2

Instructor:  Mrs. Sherrie Cannoy  
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E-Mail:  sdcannoy@uncg.edu  
Office Hours:  Mondays 2:00-3:00 and Thursday 2:00-3:00  
(and by appointment)  
Class Location:  Room 204 Bryan Building for class lectures  
221 Bryan Building for labs as listed on course calendar

TEXTBOOK AND SUPPLIES:


✓ Software Used:  Office XP Operating System  
  MS Office 2003  
  Visio 2003  
  Dreamweaver MX 2004  

✓ Optional:  Your previous ISM 110 textbook  
  Reference manual on Office 2003  

✓ Optional:  CD-RW or Flash Drive

✓ Course materials (syllabus, calendar, assignments, and files) are available on Blackboard  
  (http://blackboard.uncg.edu).  Your username and password for Blackboard are the same as the Novell  
  username and password.  
✓ You will need access to the UNCG network to move files and folders for assignments and tests from your  
  computer to the course network space.  
✓ You will need to have your UNIX account activated for the web page assignment.

COURSE DESCRIPTION:

Business Computing II covers advanced techniques in the use of microcomputer applications, including  
spreadsheets, database systems, web page applications and linkage between applications. Students study how  
end-user applications are managed and contribute to business.
## COURSE TOPICS

| Windows XP | Use Windows XP and demonstrate file management skills. |
| Internet | Access the Internet to develop IT research skills. Design and publish an individual web site. |
| e-mail | Use mail on a UNIX system and attach files. |
| **Access** | **Productively** use Access to construct, maintain and edit databases. 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. |
| Excel | Productively use Excel to plan and construct a spreadsheet with cell reference formulas and functions such as the IF function. 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 (Macros, Conditional Formatting, Subtotals, and Filtering). |
| Integration | Integrate between the MS Office products seamlessly. Recognize the appropriate tool for the task. |
| **PowerPoint** | **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. |
| Dreamweaver | Productively use Dreamweaver to create and publish a home page consisting of appropriate backgrounds, tables, navigations, pictures, and links to websites and e-mail addresses. |
| Documentation | Understand how to responsibly and effectively document work. |
| **Troubleshooting** | Understand the responsibility of communicating effectively with end-users, through help-desk interactions and procedures manuals. Become aware of general troubleshooting questions and techniques. |

If you would like to attend free workshops on any of these subjects, or other computer-related topics, see the IRC link at:

http://it-training.uncg.edu/descriptions.html

### PREREQUISITES:

- at least a C in ISM 110
- be declared as a PRE-ISOM major (at least a 2.0 GPA)
- at least a C in MAT 115

**AIS and ISOM majors may only take ISM 210 twice. AIS and ISOM majors require a grade of at least C in 210.**
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:
- SCM 304 (Managing and Organizing Projects)
- ISM 318 (Database Systems Sequence)
- ISM 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 terminology and operations,
(b) Demonstrate software literacy by producing work on Visio aided by on-line documentation.
(c) Employ the Windows XP operating system,
(d) **Productively** use word processing, business graphics, databases, spreadsheet software, and web page design tools.

INSTRUCTIONAL METHODOLOGIES:
Lectures, class demonstrations, tutorial-style lab assignments, and group work through presentations.

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 and presentation. The technology topic presentation is evaluated on content, oral presentation skills and effective use of PowerPoint software. The written exam includes essay components that will be evaluated on technical writing ability, content and accuracy.
✓ E-mail: Each student has been assigned a UNIX account by the IRC. Students will be expected to activate their UNIX 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. To review the Computer Use Policy for University Students go to the following link:
http://www.uncg.edu/apl/POLICIES/iip017.htm

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 the lab. You are paying for the class—get your money's worth, because you don't get a refund for classes not attended!

- The decision to assist the student with make-up work, including tests rests with the instructor.
- Any student missing the first class without notifying the instructor may be administratively dropped from the course.
- If you have emergency extenuating circumstances during the semester which cause you to be absent, it is your responsibility to inform the instructor as soon as possible.
- UNCG rarely closes for inclement weather. The radio and TV stations will have the closing notification by 6:30 am. You may also call 334-5000 for a message related to weather closings. These messages are updated hourly.

LAB ASSIGNMENTS:

A variety of projects on each application are assigned. Some assignments may be counted as a grade, other assignments are for students to complete as practice. These range in scope and difficulty. The intent is for students to use the practice assignments as needed to prepare for the lab examinations. Because time management skills are essential to survive in the IS profession, 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.

**Please be aware that Dreamweaver is available in a limited number of labs (BRYN 212 and 221).**

**In the spring semester, Bryan 442 will be available as a "laptop work area" for students who have wireless laptops. They will be able to charge their computers in this room which will be open during the hours that the building is open. There will be no other computers in Bryan 442.**

TESTS:

- **Tests will be administered only once.** If an emergency develops and you miss a test, there may be an alternative, at the discretion of the instructor:
  - If you know that you will miss a test ahead of time, you must take the test before the class’ test date
  - If you do not know ahead of time that you will miss a test, you will take a **WRITTEN ESSAY test in lieu of the class test (even if the class test is a lab exam).**

- Only questions of dire emergency will be answered during tests. If there is a network, hardware, or software malfunction, the instructor will be able to help with those questions.

- **BE ON TIME!** If you are late to class and there is a test in progress, you will NOT be given additional time to complete the test.

**Written Exam:** Attendance on written exam date is **MANDATORY.** The written exam includes essay components that will be evaluated on technical writing ability, content and accuracy.

**Lab Tests:** Attendance for lab tests is **MANDATORY.** Lab tests will be conducted in Bryan 221 (unless notified of change). Lab tests are timed and are open book, open note (your book and notes only!). Students submit their test files to a designated folder on the class account network space. **Test files must be in a file folder created by the student, named with the student's last name and positioned appropriately.** The only files graded will be those submitted in the approved fashion. **Failing to submit work will result in a zero grade.**

**Final Exam:** The final exam is comprehensive, and will test the integration of Access, Excel, and Word. Questions from the group presentations may be asked as short answer/essay questions on the exam. You may also be asked to edit and publish your web page during the exam. One page (8.5” x 11”) of notes is allowed on the exam—you may include notes on both sides of the sheet, in whatever size font is appropriate.
There is a pay-for-print policy in the labs--Please proofread carefully from the screen before you print to conserve paper. NO FOOD OR DRINKS ARE ALLOWED IN CAMPUS COMPUTER LABS!

ONLY THE PROGRAMS NECESSARY TO COMPLETE THE TEST SHOULD BE OPEN. IF YOU HAVE INSTANT MESSENGER, E-MAIL, ETC. OPEN DURING THE TEST, YOU WILL RECEIVE A ZERO.

PERFORMANCE EVALUATION:
The course grade will be calculated using the following weights:

<table>
<thead>
<tr>
<th>Element</th>
<th>Weight</th>
</tr>
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<tbody>
<tr>
<td>Assignments:</td>
<td>10%</td>
</tr>
<tr>
<td>Network Folder</td>
<td></td>
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<tr>
<td>Access 1, 2, 3, Project</td>
<td></td>
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<tr>
<td>Excel Project</td>
<td></td>
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<tr>
<td>Storyboard</td>
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<tr>
<td>Visio</td>
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<tr>
<td>Issue Presentation</td>
<td>10%</td>
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<tr>
<td>Web Page</td>
<td>10%</td>
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<tr>
<td>Tests:</td>
<td></td>
</tr>
<tr>
<td>Access Lab Test I</td>
<td>15%</td>
</tr>
<tr>
<td>Access Lab Test II</td>
<td>10%</td>
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<tr>
<td>Excel Lab Test</td>
<td>15%</td>
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<tr>
<td>Written Exam</td>
<td>15%</td>
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<tr>
<td>Final Exam</td>
<td>15%</td>
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<tr>
<td>Total</td>
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<table>
<thead>
<tr>
<th>Final Grading Scale</th>
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<tbody>
<tr>
<td>92-100</td>
<td>A</td>
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<tr>
<td>90-91</td>
<td>A-</td>
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<tr>
<td>88-89</td>
<td>B+</td>
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<tr>
<td>82-87</td>
<td>B</td>
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<tr>
<td>80-81</td>
<td>B-</td>
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<tr>
<td>78-79</td>
<td>C+</td>
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<tr>
<td>72-77</td>
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<tr>
<td>70-71</td>
<td>C-</td>
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<tr>
<td>65-69</td>
<td>D</td>
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<tr>
<td>Below 65</td>
<td>F</td>
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There are no extra credit assignments.

Posting Grades: Grades in the ISOM Department are NOT posted and are NOT given over the phone. You may check your grades on Genie within 2-3 days after the final exam.

HONOR CODE POLICY:
Discussing your assignments with other students can be a valuable learning resource; however, each student is expected to do their own original work. University students 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, such illicit possession of examinations or examination materials, forgery, or plagiarism. Students will NOT make, borrow, or “share” copies of their assignments or files with other students. Helping one another is allowed, but copying, even electronically, is cheating. This practice is against the UNCG Honor Code and defeats the purpose of this course. No credit will be received for shared work, and other penalties may be imposed.

It is understood that what you turn in to me for a grade represents your own work. ABIDING BY THE INTEGRITY POLICY IS ASSUMED, EVEN IF YOU DON’T SIGN IT ON WORK TURNED IN. Disciplinary action will be enforced according to the Academic Integrity Policy. See the Academic Integrity Policy at http://saf.dept.uncg.edu/ai/academicintegrity.html for information.
EXPECTATIONS:

1. Cell phones should be turned off and put away during class.

2. Leaving class early and arriving to class late is inappropriate and disruptive to other students. Since each student is paying tuition, I feel that each student has the right to attend class without such distractions. Personal appointments should be made outside of class time.

3. Do not enter the classroom when a group or speaker is presenting! Patiently wait outside the door until they are finished.

4. You are responsible for the content of the course. It is expected that you troubleshoot any software problems as much as possible before asking the instructor for guidance.

5. You will read all directions for all assignments and tests to ensure that you complete each task appropriately.

6. You should always be prepared for lab exams and homework assignments to print the output using your FirstCard. It is not an excuse to forget your card or have inadequate funds on the card to print. The instructor may print output for you in rare circumstances, but it is at the instructor’s discretion. It’s better to be prepared than risk having points deducted on exams and assignments for not turning in the hard copies.

7. If your work is important enough to turn in for a grade, it is also important enough to have printed and stapled, in order, to turn in to the instructor. Papers that are not properly printed and stapled may not be graded.

8. Attention to detail, even in the formatting of documents is important. Ensure that all output is professionally formatted and easy to read.

9. If you have completed an assignment before the lab date to work on the assignment, you may turn in the assignment and the lab will be optional to attend.

“An education isn’t how much you have committed to memory, or even how much you know. It’s being able to differentiate between what you do know and what you don’t. It’s knowing where to go to find out what you need to know; and it’s knowing how to use the information you get.” ----William Feather