COURSE SYLLABUS - FALL 2006
ISM 210 - Business Computing II- – Section – 03

Please read and understand all the aspects of this document very carefully.

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Office Hours: MW 1:00 PM-3:00 PM
Other times by appointment
Course Number: ISM 210
Course Name: Business Computing II
Section: 03
Class time MW 3:30 PM – 4:45 PM
Class Location Room 204 for Lectures
Lab 221 for Wednesday’s Lab

Required Textbook and Supplies:


Software Used: Windows XP Operating System
               MS Office 2003 – Word, Excel, PowerPoint, Access
               Visio 2003
               Dreamweaver MX 2004

Optional: Your previous ISM 110 textbook
          Reference manual on Office 2003
Optional: CD-RW or Flash Drive (Min. 128MB)

Course materials (syllabus, calendar, assignments, and files) are available on Blackboard
(http://blackboard.uncc.edu ). Your username and password for Blackboard are the same as the Novell
username and password.
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.
Relationship to Other Coursework:

In today's highly competitive job market, every college graduate needs computer proficiency. ISM 210 introduces the student to fundamental database and related tools that firms use to function effectively. 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.

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. |

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.**

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Instructional Methodology:

Lectures, class demonstrations, tutorial-style lab cases and Computer based training. All the class presentations and other requirements will be posted under course documents on Blackboard. Also the class calendar in excel format will be posted on blackboard and updated frequently to depict any changes. **Responsibility of submission and keeping up to date with the class progress lies with the student.** A date system will be followed on course blackboard, with folder named as per the date and material will be posted in that folder.

Performance Evaluation and Grading:

Grades in the course will be based on tests and lab assignments. The course grade will be calculated using the following weights:

<table>
<thead>
<tr>
<th>Grading Weights</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Participation &amp; Attendance</td>
<td>6%</td>
</tr>
<tr>
<td>Access Lab Test</td>
<td>10%</td>
</tr>
<tr>
<td>Excel Lab Test</td>
<td>10%</td>
</tr>
<tr>
<td>Lab Cases (7)</td>
<td>18%</td>
</tr>
<tr>
<td>Access Cases – 3% each (4)</td>
<td></td>
</tr>
<tr>
<td>Others – 2% each (3)</td>
<td></td>
</tr>
<tr>
<td>Case Study Full</td>
<td>6%</td>
</tr>
<tr>
<td>Group Project</td>
<td>25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

The grade scale is based upon **percent of points** earned and is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100%</td>
</tr>
<tr>
<td>A</td>
<td>93-96%</td>
</tr>
<tr>
<td>A-</td>
<td>90-92%</td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
</tr>
<tr>
<td>B</td>
<td>83-86%</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
</tr>
<tr>
<td>C+</td>
<td>77-79%</td>
</tr>
<tr>
<td>C</td>
<td>73-76%</td>
</tr>
<tr>
<td>C-</td>
<td>70-72%</td>
</tr>
<tr>
<td>D+</td>
<td>67-69%</td>
</tr>
<tr>
<td>D</td>
<td>63-66%</td>
</tr>
<tr>
<td>D-</td>
<td>60-62%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

Keep a record of all points possible and points you earned on each item. This will make it easy for you to determine your exact grade status throughout the course. **Focus on your total PERCENT of points earned rather than the letter grade on a specific item.**

Class Participation & Attendance:

Class participation grades will be based on the overall participation of the student in the course during the semester. This will be evaluated through postings on discussion forum, class attentiveness, asking questions in the class, and actively participating in class discussions.

Students who miss excess classes will receive a grading penalty and may be dropped from the class.

Any student missing the first two classes 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.

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.
Labs:

The lab sessions are designed for students to work on ISM 210 material. Important information about the homework assignments and instructor expectations is covered during the lab period. Students are responsible for material presented during the lab period and during lectures. Most lab periods will have a case.

Lab sessions will normally be held in Bryan 221. However, Windows XP and Office 2003 are available to students in the computer labs located in Bryan 209, 211, 212, 213 and 221, and other campus labs.

Cases:

Most of the labs will have extensive cases pertaining to the topics under study. The case submissions are due on the same next class day in most of the situations. Submissions are to be made as per the requirements of the particular case study.

Project:

The course involves for you to work on a semester long group project. Details will be provided on first class day.

Plan for disasters. Do not procrastinate on the projects. Expect the network to crash, the printers to run out of toner, the labs to be overcrowded and your car’s battery to die the night before a major assignment is due. You are expected to meet commitments in this course in preparation for meeting commitments on the job. Failing to meet your commitments on the job and in this course carry meaningful consequence.

Technology Use:

Digital Drop Box – All the digital submissions for lab cases or something else is to be done on the digital dropbox. Familiarity and knowledge of this tool is responsibility of the student. Instructor won’t accept any assignments on email as attachments.

Discussion board/forum – The class will be provided with a discussion forum/board for discussing topics related to the class. If you have any question regarding the material, discussion board will be your first source of information. Asking your peers is the first step. If no appropriate replies are received within 3 days, instructor will post the appropriate replies. This discussion will contribute towards your class participation grades in addition to physical class participation and attendance.

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:
  o If you know that you will miss a test ahead of time, you must take the test before the class’ test date
  o 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.
**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 on digital dropbox. **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.**

**Test Files:** All lab tests will be graded from a soft version either on the drive or from digital dropbox. Some of the computer skills that are tested are file management skills. It is important to save you work. If you don’t turn in soft version, your test grade will be a zero. Please do not blame the equipment. File management is *always* the responsibility of the person pushing the buttons, not the machine’s fault.

**Final Exam:** The final exam is comprehensive, and will test the integration of Access, Excel, and Word. 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.**

**Posting Grades:** The ISOM Department does not post grades nor give them over the phone. Please leave a self-addressed envelope if you want an early report of your grades. You may e-mail the instructor and request your grade or you may dial 1-800-613-9503, enter your SS# and UNCG Pin number, and receive your final grades as soon as they are loaded into the computer. However, all other grades for the class will be posted on blackboard from time to time.

**Oral and Written Communication Content:**

Information Systems is a dynamic environment with constant attention to detail. Active study and discussions enhance the classroom learning. Students are encouraged and expected to come to class prepared to ask questions. Effective written communication is stressed through the required lab assignments. Students will be required to post their views to the class’ Web discussion site. Exams may include an essay question.

E-mail: Each student has been assigned UNIX and Novell accounts by the IRC. Students will be expected to activate their accounts and to learn to use electronic mail (eSpartan) and blackboard.

**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/apli/POLICIES/iip017.htm](http://www.uncg.edu/apli/POLICIES/iip017.htm)
Class Conduct:

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 arrives 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. In the event of an extreme emergency, leave, but do not interrupt a second time by returning! Wait until the end of the class to return and collect your personal effects. A professional does not interrupt meetings to place or receive phone or pager messages. Please turn your phones and pagers off before entering the room. (Should you have a true emergency that would require you to keep your phone turned on, please get permission from the instructor.) A professional is respectful toward their colleagues. Please do NOT laugh at another student. Appropriate class conduct is appropriate professional behavior. Inappropriate class conduct may lower a student’s grade.

Honor Code Policies:

University students conduct themselves in accordance with the highest standards of academic integrity. Academic misconduct 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 lab assignments or files with other students. Plagiarism is presenting as one’s own work, that work which is, in whole or in part, the work of another person or persons without giving proper credit to the appropriate source. This includes submitting work done by another, as one’s own work. 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.

Further information can be accessed at [http://www.uncg.edu/reg/Policy/HonorPolicy.html](http://www.uncg.edu/reg/Policy/HonorPolicy.html)

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.