

# Fund of Computer Applications

## CISM-2201

Summer 2020 Section E02 3 Credits 06/26/2020 to 07/23/2020 Modified 06/10/2020

### 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. Requires overall GPA of 2.0.

#### Requisites

Prerequisites:

GPA 2.00 or above required 2.0

Corequisites:

### Contact Information

#### Mr. Philip Reaves

Email: [preaves@westga.edu](mailto:preaves@westga.edu)

Office: Miller Hall 2323

Phone: 678-839-4772

### Meeting Times

### Materials

#### Exploring Microsoft Office Excel 2016 Comprehensive (w/ access code)

Author: Mary Anne Poatsy, Keith Mulbery, Jason Davidson, Robert Grauer

Publisher: Pearson

ISBN: 9780134455877

Also an option is ISBN 978013457311 (hard copy textbook and eText with MyLabIT Access Card).

#### Register Text:

1. [pearsonmylabandmastering.com](http://www.pearsonmylabandmastering.com) (<http://www.pearsonmylabandmastering.com>)
2. Under Register -> select Student
3. Course ID: reaves47876
4. On the My Courses page, select the course name CISM 2201 - Fundamentals of Computer Applications to start your work.

#### Required Software - Office 365

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 [here](https://products.office.com/en-us/student/office-in-education) (<https://products.office.com/en-us/student/office-in-education>).

- Please download the software to your personal computer.
- 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 [westga.edu/sits/](http://www.westga.edu/sits/) (<http://www.westga.edu/sits/>)

## Outcomes

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## Evaluation

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Graded Assignments 60%

(Excel Grader Project & Excel Simulation Training)

Final Exam 40%

### Assignments Observation:

- Assignments are due at 11:59 p.m. EST
- You can only submit assignments once.
- 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.

## Breakdown

### 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). 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.

### Final Exam:

The exam will be open a set number of days for the student to complete in MyITLab. It is the student's responsibility to allow time to take the exam in the given range of availability.

### 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.

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

## Assignments

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## Schedule

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

Jul 3 - Excel Chapter 1 Simulation Training due in MyLabIT at 11:59PM

Jul 3 - Excel Chapter 1 Grader Project due in MyLabIT at 11:59PM

Jul 3 - Excel Chapter 2 Simulation Training due in MyLabIT at 11:59PM

Jul 3 - Excel Chapter 2 Grader Project due in MyLabIT at 11:59PM

Jul 10 - Excel Chapter 3 Simulation Training due in MyLabIT at 11:59PM

Jul 10 - Excel Chapter 3 Grader Project due in MyLabIT at 11:59PM

Jul 10 - Excel Chapter 4 Simulation Training due in MyLabIT at 11:59PM

Jul 10 - Excel Chapter 4 Grader Project due in MyLabIT at 11:59PM

Jul 17 - Excel Chapter 5 Simulation Training due in MyLabIT at 11:59PM

Jul 17 - Excel Chapter 5 Grader Project due in MyLabIT at 11:59PM

FINAL EXAM - Available from Jul 17 at 9:00AM and is **DUE** Jul 21 at 5:00PM in MyITLab

## Course Policies and Resources

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### *Email Etiquette Dos 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.

## Getting Started

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 [Pearson \(http://www.pearsonmylabandmastering.com\)](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 in 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 in this syllabi).

## 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.

*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 Honor Code section of the syllabus.*

## 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.

## College/School Policies

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### Wolf Pact

Having read the Honor Code for the University of West Georgia, I understand and accept my responsibility to uphold the values described therein and to conduct myself in a manner that will reflect the values of UWG and the Richards College of Business so as to respect the rights of all UWG community members. As a UWG student, I will represent myself truthfully and complete all academic assignments honestly and within the parameters set by my instructor.

I understand and accept that if I am found guilty of violations (through processes due me as a UWG student and outlined in the UWG Student Handbook), penalties will be imposed.

I also recognize that my responsibility includes a willingness to confront members of the UWG community if I feel there has been a violation of the Honor Code.

Ultimately, I will conduct myself in a manner that promotes UWG as the best place to work, learn, and succeed for my generation, and those to come!

## About the Richards College of Business

## Vision

To become a globally recognized college of business preparing forward-thinking, responsible leaders.

## Mission

We are in the business of transforming lives through education, engagement, and experiences.

## Strategic Goals and Values

### *Student Success*

Admit quality students and provide them with an education that is rich in experiences and engagement opportunities to prepare them to be effective and ethical professionals.

### *Academic Success*

Recruit, retain and develop faculty and staff by providing sufficient resources to support dynamic and up-to-date bachelor and master-level curricula, to conduct research and other professional activities, and to support engagement with all stakeholders.

### *Operational Success*

Recruit, retain and develop administrative management and staff personnel to manage, develop and support infrastructure and those activities that build internal and external partnerships while working in an ever-changing environment.

### *Ethical Values*

The Richards College of Business community (administrators, faculty, staff, students, and business partners) share a commitment to the principles of honesty and integrity in interactions and undertakings, accountability for personal behavior, and respect for the rights, differences, and dignity of others. In addition, we strive to continuously improve our abilities to recognize unethical behavior and to make ethical and moral decisions.

## Institutional Policies

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### Academic Support

**Accessibility Services:** Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact [Accessibility Services \(https://www.westga.edu/student-services/counseling/accessibility-services.php\)](https://www.westga.edu/student-services/counseling/accessibility-services.php).

**Center for Academic Success:** The [Center for Academic Success \(http://www.westga.edu/cas/\)](http://www.westga.edu/cas/) provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or [cas@westga.edu](mailto:cas@westga.edu).

**University Writing Center:** The [University Writing Center \(https://www.westga.edu/writing/\)](https://www.westga.edu/writing/) assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or [writing@westga.edu](mailto:writing@westga.edu).

### Online Courses

UWG takes students' privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the [UWG Online \(https://uwgonline.westga.edu/\)](https://uwgonline.westga.edu/) site.

Students enrolled in online courses can find answers to many of their questions in the [Online/Off-Campus Student Guide \(http://uwgonline.westga.edu/online-student-guide.php\)](http://uwgonline.westga.edu/online-student-guide.php).

If a student is experiencing distress and needs help, please see the resources available at the [UWG Cares \(http://www.westga.edu/UWGCares/\)](http://www.westga.edu/UWGCares/) site. [Online counseling \(https://www.westga.edu/student-services/counseling/index.php\)](https://www.westga.edu/student-services/counseling/index.php) is also available for online students.

## 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.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student's conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student's account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the [Student Handbook \(https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php\)](https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php).

## UWG Email Policy

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

## Credit Hour Policy

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

## 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#) ([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> (<https://www.westga.edu/police/campus-carry.php>)

## Mental Health Support

If you or another student find that you are experiencing a mental health issue, free confidential services are available on campus in the [Counseling Center](#). Students who have experienced sexual or domestic violence may receive confidential medical and advocacy services with the Patient Advocates in [Health Services](#). To report a concern anonymously, please go to [UWGCares](#).

## Additional Items

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