Electronic Devices:
No cell phones, PDAs or other electronic devices can be used in class and exams. Please keep all electronic devices in your pocket or bag during class and exams. If necessary, reset the computer clock when you log on and then put your phone away.

Chat and Messaging Programs:
No chat and messaging programs can be open during class or exams.

Attendance is required.

Seating in the Classroom:
Students often have problem seeing and/or hearing in WDE3120. Please do not sit in the back row if any seats are available in the other rows.

Homework and exam expectations:
You are required to do your own homework. You must operate the keyboard and mouse yourself. It is acceptable to work together on homework but each person must be using their own computer.

Textbooks:
CaseGrader: Microsoft Office Excel 2007 Casebook with Autograding Technology, Crews & Murphy, Thomson/Course Technology, 2008

USB drive:
A USB jump drive of at least 64MB is required. All students must have a USB drive. 128MB drives are available in the Union Station and at Wal-Mart, Target, Office Depot, etc. You are not required to purchase it at any specific location. Anytime you come to my office for me to look at your files, you must bring the jump drive. All students should copy all of the course files from the Public drive, Classes folder, CIS1605 folder to their jump drive at the beginning of the semester.

Software:
Microsoft Office 2007 will be used in campus labs. Acceptable versions of Microsoft Office are: Office 2007, Office 2003, Office XP and Office 2000. Macintosh versions of Microsoft Office usually do not work. Microsoft Works is not compatible with Microsoft Office and cannot be used.

Assessment: Homework may consist of hands-on assignments, multiple choice questions and multiple choice/hands-on feedback. Exams will be hands-on using the software. All homework and exams are open book. In-class activities cannot be made up.

Late Homework: Homework is due 8:00 am on the due date. Specific permission must be granted via email to submit homework using email.
Grading:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Point Value</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>535</td>
<td>53.5%</td>
</tr>
<tr>
<td>Exams</td>
<td>425</td>
<td>42.5%</td>
</tr>
<tr>
<td>In-Class Points</td>
<td>40</td>
<td>4.0%</td>
</tr>
</tbody>
</table>

Grading: A: >899
Homework assignments vary in point value from 20 to 50 points
B: 800-899
C: 700-799
D: 600-699
F: <600

The first 3 exams are 100 points each, the final is worth 125 points.

<table>
<thead>
<tr>
<th>Point value of Assessments</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

AACSB International Perspectives: The business programs in the Harmon College of Business Administration (HCBA) are accredited by AACSB International. AACSB International was founded in 1916 and sets standards for undergraduate and graduate education for business administration and accounting. Institutions that earn accreditation confirm their commitment to quality continuous improvement through a rigorous and comprehensive peer review. AACSB International requires business programs to provide perspectives in ethical and global issues. In addition, the influences of political, social, legal and regulatory, environmental and technological issues are to be considered. Finally the impact of demographic diversity on organizations is to be examined.

CIS1605 includes the AACSB International Perspectives of ethical and technological issues.

Harmon College of Business Administration Code of Conduct: http://www.ucmo.edu/hcba/code

Course Description:
Provides for experience with a microcomputer based operating system as well as word processing, spreadsheet, database applications and presentation software.

CIS Major Outcomes that apply to CIS 1605:
1. Use productivity software (word processing, spreadsheet, and database) effectively and manage hardware and software resources by applying knowledge of operating systems and environments.
2. Analyze business problems and develop solutions by applying critical thinking skills.

Course Objective: Method of Assessing Objective:
1. Use the basic features of an operating system to manipulate files. Homework; all exams
2. Use common features of a spreadsheet program. Excel homework, Excel exams
3. Use a spreadsheet program for business applications Excel homework, Excel exams
4. Use common features of a database program Access homework, Access exam
5. Design and create relational database, forms, queries and reports Access homework, Access exam

HCBA Objective: Method of Assessing Objective:
Thinking: Data/Information Gathering In-Class Activity

Learning Components: There are two major learning components in this course:
1. Technology
   a. Using microcomputers, web-based course management software, receiving and submitting assignments electronically, use of Microsoft Office
   b. Become comfortable with computers especially when networks and course management software do not work as expected
2. Business Knowledge
   a. Think as a solver of business problems
   b. Understand business problems and translate into solvable steps
   c. Relate business problem solutions to solving in Microsoft Office

Outcomes:
Upon finishing the appropriate unit, the student will be able to:

<table>
<thead>
<tr>
<th>Spreadsheet</th>
<th>Database</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use formulas and functions</td>
<td>Structure tables</td>
</tr>
<tr>
<td></td>
<td>Modify table structure</td>
</tr>
<tr>
<td>Use logic in formulas and functions</td>
<td>Enter, retrieve, edit data in tables</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>--------------------------------------</td>
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<tr>
<td>Use what-if/problem solving functions</td>
<td>Create graphs</td>
</tr>
<tr>
<td>Create graphs</td>
<td>Queries: simple (one table) and complex (multi-table)</td>
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<tr>
<td>Combine sheets</td>
<td>Create forms</td>
</tr>
<tr>
<td></td>
<td>Create calculated control in queries, forms and reports</td>
</tr>
<tr>
<td>Use financial functions</td>
<td>Create reports</td>
</tr>
</tbody>
</table>