CIS 1605  Business Application Software
Spring, 2010

Instructor:  Dr. Qingxiong Ma
Office:  WDE 2707
Office Hours:  Tuesday, Thursday 1:00pm -3:30pm
Other time by appointment
Phone:  441-1694
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Website:  Blackboard

Course Description:
Provides for experience with a microcomputer based operating system as well as data processing, database applications.

CIS Major Outcomes that apply to CIS 1605:
Use productivity software (word processing, spreadsheet, and database) effectively and manage hardware and software resources by applying knowledge of operating systems and environments.

Course Objective:  Method of Assessing Objective:

Spreadsheet
Use formulas and functions
Use logic in formulas and functions
Create graphs
Combine sheets
Use financial functions
Assignments
Excel exam

Database
Structuring tables
Entering, retrieving, editing data in tables
Queries: simple (one table) and complex (multi-table)
Creating forms and Reports
Assignments
Access exam

Textbooks:
Microsoft Office Excel 2007— Casebook with autograding technology; Trad Crews & Chip Murphy, CourseTechnology. 2008

Supplies to purchase:
Storage media—USB jump/flash drive (important for on-campus students and students will be use campus computer labs to complete homework)

Assessment:  Homework will consist of hands-on assignments.  Exams will be hands-on over software.

Late Homework:  Homework is due 2:00 pm on the due date.  Late homework will be accepted up to 24 hours after the due date.  Late homework turned in within the 24 hour limit is subject to at 20% reduction in grade.
Grading

Final course grades will be determined based on your final weighted score using the following fixed percentage cutoffs. Please be noted that the final course grade will not be rounded up. For example, in order to receive an A, your final course score must be 90.00 or above.

A = 90.00% or above       B = 80.00% to 89.99%       C = 70.00 to 79.99%
D = 60.00% to 69.99%       F = less than 60.00%

POLICIES:

- **Class Participation and Attendance**: You are expected to read the assigned reading material, work diligently toward the completion of assignments, attend classes regularly and participate in all discussions, presentations, and activities constructively. In addition, you are expected to show respect, collegiality, and good citizenship toward others in the class. It is your responsibility to inform the instructor ahead if you are unable to show up or will be late for the class. Each absence without acceptable excuse is worth 10 points. If you have more than 5 absences, you will have an incomplete as the final grade. Every two times of tardiness will be considered as one absence.

- **Missed Tests**: No make-up examinations will be given except for university-approved emergencies. If you anticipate problems regarding scheduled test or class activity, please see me in advance to make alternative arrangements.

- **Late submission**: Meeting deadlines for class assignments is very important. Late assignments will be penalized. There will be a penalty of 20% of the assignment's maximal grade (i.e. 20 pts on a 100-point base) per calendar day for late submission, and no late submission will be graded after the solution of the assignment is discussed in the class. Excuses such as the system was down, the printer was running out of paper or ink cartridges, or there was a virus on your diskette, you were not being able to get onto a computer or printer in the labs, or having your computer's hard drive crash at the last minute are not acceptable.

- **Announcements**: Announcements will be made in class about changes in schedules, computer lab meetings, assignments, exams, readings, policies and other class activities. It is entirely your responsibility to attend classes and keep abreast of the announcements and changes. Important announcements may also be posted on the course web site.

- **Academic Misconduct**: All assignments and tests should be the product of individual effort. Feel free to discuss problems, but make sure that what you turn in is the product of your own. No form of reference material may be used during an examination. Students are expected to understand and follow the Harmon College of Business Administration Code of Conduct (http://www.ucmo.edu/hcba/code). Any form of copying, either on computer assignments or tests, will be considered academic misconduct and will be dealt with according to the Honesty and/or Computer Network procedures on page 129-151 of the student handbook.

- **Disabilities**: Any student who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact me personally as soon as possible to discuss accommodations necessary to ensure full participation and facilitate the student's educational opportunity. Students with documented disabilities who are seeking academic accommodations should contact the Office of Accessibility Services, Union 220, (V) (TTY) 660-543-4421.

**Special Note**: 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.

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