

**IS201.003 & IS201.004**  
**Spring 2010**  
Date Last Revised: 1/16/2010

Course Prefix and Number: IS201

Course Title: Computer Applications

Textbooks:

Succeeding in Business with Microsoft Office Access 2007: A Problem-Solving Approach Sandra Cable ISBN 13: 978-1-4239-0606-3 © 2008

Student downloads found at:

<http://www.course.com/studentcenter/downloads.cfm?isbn=9781423906063&CFID=691208&CFTOKEN=79411573>

Succeeding in Business with Microsoft Office Excel 2007: A Problem-Solving Approach Debra Gross, Frank Akaiwa, Karleen Nordquist ISBN 13: 978-1-4239-0605-6 © 2008

Student downloads found at:

<http://www.course.com/studentcenter/downloads.cfm?isbn=9781423906056&CFID=691208&CFTOKEN=79411573>

(The books are expensive. Do try to get them used. You may want to share an Excel book. You will need your Access book at the beginning of the semester. You will need the Excel book by March 2, 2010 at the very latest.)

Catalog Description:

Advanced topics in spreadsheets, microcomputer-based database management systems and macro-programming.

Prerequisite: IS101

Course Objectives:

- Develop advanced competence in the use of Access features, including designing and modifying database tables, preparing reports, creating and saving file queries, developing linked multi-table database systems, and creating macros.
- Design and develop a complete user application using Access.
- Develop advanced competence in the use of Excel features, including formatting, decision-making, charts and graphs, database tasks, and macros.

Student Accounts

The student's NetID is used for WebCampus and in the COBA Lab. See

<http://www.it.unr.edu/getstarted/aboutnetid.asp> for NetIDs and how to change your password.

Student's Role and Responsibility

Students must take responsibility for learning. Students also share with the instructor the responsibility for providing an environment conducive to learning. Students should personally:

- be actively engaged with the material and with the process of education;
- build his/her own knowledge and skills (faculty guide students to materials and methods, but the learning is up to the student);
- participate in discussions on WebCampus;
- adhere to the dates set forth on the WebCampus calendar;
- be punctual in completing assignments;
- share responsibility for the flow of communication concerning a course (this involves regularly checking WebCampus and responding to email from the instructor;)
- be familiar with and adhere to matters of academic integrity as identified by the University;
- participate in objective and constructive evaluations of the instructor and of the course (this helps to clarify problems and strengths that will help the instructor to improve the course in subsequent semesters).

### *Course Policies*

1. University policy specifies that in cases of academic dishonesty, students may either receive an “F” for the assignment or exam, receive an “F” for the course or be expelled from the University. Please see the University of Nevada's Student Conduct Code & Student Academic Standards for more information.
2. If a student is unable to take an exam on the exam date; he/she should contact the instructor ten days to two weeks before the exam. In conditions of extreme illness or duress; the student should contact the instructor immediately.
3. Exams are partially open-book and open-note. Notes may only be in a written or printed form (not electronic) for use during an exam. Students may not receive outside help during an exam.
4. Students will complete homework individually, but are encouraged to work together in the labs. Each student must create his or her own files and must physically input each command into these files. Students may sit side-by-side and work together in the lab. However, each student must create his or her own files and must input each keystroke into his or her files. The student should note that the instructor is able to verify file integrity. Students that violate this policy will receive a failing grade for the course for the first incidence of cheating.
5. If English is not the student’s native language, a translation device may be used during exams.
6. According to University policy, a grade of incomplete may only be given to a student currently passing the class. An incomplete will only be given in extreme, verifiable cases. Please contact the instructor at the first sign of an issue that is affecting schoolwork.
7. Students will show respect to others when posting messages to the course discussion board. Students will refrain from using language and/or graphics that might offend others.
8. Students will use proper punctuation, and complete words and sentences when emailing the instructor, other students in the course and when posting to the discussion boards.
9. Students are responsible for assignments and quiz due dates regardless of technical difficulties. Plan ahead!

10. Students having class and/or work schedule conflicts with all posted office hours should make appointments with the instructor or well in advance of need.
11. Assignments are accepted only once. The remaining portion of a partially completed assignment may not be turned in at a later date.
12. Students may turn in assignments up to seven calendar days late. Homework one minute to seven calendar days late will be penalized 30%. Assignments are not accepted after seven calendar days have elapsed. Labs must be done in the lab on the appointed day. Labs cannot be made up. Students having University obligations during a lab must notify the instructor 10 days to two weeks before the lab occurs.
13. Projects are not accepted late. The instructor has scheduled her time to be able to grade projects in a timely manner. Therefore, they must be turned in at the due date/time.
14. It is not possible to complete a quiz after the due date/time.
15. Students may bring food and/or drinks into the classroom. Students may not bring food or drinks into the computer lab.
16. Students may use laptop or notebook computers during class to take notes and work on IS201 coursework. Students will not share a computer display with others. Computers are for personal use only. Students will not play games, do homework for other classes, communicate with others via email, IM, etc. Students will not "surf the web" during class. Students using these devices will refrain from having any material on their screens that others may find offensive. Students (even inadvertently) showing nudity, pornography, offensive words or websites will not be allowed to use electronics in the classroom for the remainder of the semester and will be referred to Student Judicial Affairs for counseling.
17. When in the computer lab students will use computers only for IS201 work. Students will not play games, do homework for other classes, communicate with others via email, IM, etc. Students will not "surf the web" during lab. Students using these devices will refrain from having any material on their screens that others may find offensive. Students (even inadvertently) showing nudity, pornography, offensive words or websites will not be allowed to use a computer during lab for the remainder of the semester and will be referred to Student Judicial Affairs for counseling.
18. Students ***will not use cell phones or PDAs in the classroom or lab***. Students will not use headphones, earbuds, or any other technology not otherwise covered in these policies unless used to compensate for a disability. Documentation from the Disability Resource Center will be necessary in order to use these items.
19. Students shall not be late to class. It is disturbing to the instructor and to other students for students to arrive late. If a student is being held over in a class where he/she is not able to get to IS201 on time; the instructor will willingly discuss the issue with the professor of the earlier class.
20. Students should not leave class and then reenter. It is advised that if a student must leave class early that he/she should let the instructor know before class starts. Students that leave class to go to the restroom, take a phone call, get a tissue etc. should take all of their belongings with

them and should not return. Students will forfeit five homework points each time this policy is disregarded. If a student has a physical or other problem that will not allow him/her to sit through a 75-minute class period, he/she must meet with the instructor during office hours to discuss this issue.

21. Students will name all files with the first name then the last name then the assignment as directed on each assignment. This is very important for accuracy in grading. Students will lose points on assignments that are not named properly.

22. Students wishing to record any part of any lecture (audio, photographic, video, etc.) will ask permission of the instructor before commencing this activity.

23. Students will verify that the instructor has received his or her file for an exam or lab before leaving the room. If a student does not verify the instructor has the file and the file is not uploaded for grading, the student will receive a zero for that exam or lab. Students should upload exams and/or labs at least five minutes before the end of the class.

24. A student that feels he/she has been offended by the instructor or other students is encouraged to visit with or email the instructor as soon as possible. It is important that all students feel welcome and safe at the University in general and in IS201 in particular.

25. Check WebCampus at least twice a week for announcements and emails.

### *Suggestions for Success*

Based on my own experience as a student and those of my students from previous semesters, I offer these suggestions for success in this class:

- Make sure that you verify that your file has been properly submitted for assignments. You do this by exiting the Assignment, then re-entering and viewing the attachment. IF you need help with this – please contact a lab assistant or the instructor.
- Although many prefer FireFox or other Internet browser software, use the latest version of Internet Explorer to view the web sites.
- Check the Student Schedule prior to coming to class. If the instructor changes class from the classroom to the lab you will see the update on the Student Schedule.
- Use the My Grades link to check your progress. When you see that a quiz or an assignment has been graded reopen the quiz or assignment. There's feedback! After an assignment is graded there are notes as to why points were deducted. When the project has been graded, your checksheet is returned to you electronically notes on how your project was graded. On quizzes you will find the correct answer for any question you missed.
- Take advantage of help from the Lab Assistants! They are well-versed in your assignments and can answer almost any questions you have on homework and the project. They are present in the AB301 lab over 40 hours a week! See the schedules link for their hours.
- Allow time to deal with “technical difficulties”. Accept that sometimes working with a computer is very frustrating and it's better to turn it off and come back at a later time rather than continuing to frustrate yourself. This, of course, requires you to not wait until the last minute to do your assignments and quizzes.

- **Keep backup copies of all materials created.** Heck, back up your entire My Documents folder in your computer weekly!
- Keep all items returned to you until after your final grade is posted on ePaws.
- Turn in assignments when they are due even if they aren't complete. Late items automatically are penalized 30%.
- Actively participate in the WebCampus discussion board. If you know the answer to a classmate's question - answer it!
- Communicate with your instructor at the first sign of trouble. Waiting until the end of the semester limits the options that are available to you.
- Be honest with yourself about the amount of time you can or will give to this course. If you are “too busy” to do the assigned work and to come to class, you cannot be successful in the course.
- This course is time consuming as you are developing a skill as well and learning concepts. To learn a skill takes practice. Practice takes time.
- Read and understand the syllabus and clarify any questions you have with your instructor as early in the semester as possible.
- Trade contact information with others early in the course.
- Use all technology possible to develop study relationships with your peers. The phone, chat, email, and discussion board are excellent conduits to support your success in this course.

### *Assignments, Projects & Exams*

#### **Assessments (Quizzes) = 90 points**

The student will complete nine 10-point assessments based on the Succeeding in Business with MS Access 2007 and Excel 2007 books. Assessments are launched from the page. Students may have assessments reset up to 48 hours before the availability has ended. Students may view the assessments and exit without submitting in order to view questions before answering. There is no time limit on assessments save that it is completed before the due date/time. **It is not possible to take assessments after its availability has ended.**

#### **Assignments = 260 points**

Most assignments are turned in via WebCampus. The exceptions are the Access project (which is turned in via CD, DVD or thumb drive) and the database design assignments (which are brought to class on paper.) Late assignments are accepted up to one week after the due date. (Up to seven days late = 30% penalty.) **After seven days late assignments are not accepted. Two exceptions are the Access Show and the Solver Lab. You must be present in lab to get credit for those assignments.**

Students may work in the lab or at home to complete homework and assignments. Microsoft Office 2007 is the supported software for this course. Office Professional includes the applications used in this class, e.g. Excel and Access. Students working on earlier versions of Office will find that they may encounter some difficulties. **Microsoft Works does not have the functionality needed to complete assignments for this course.**

Please note the difference between the Standard Office package and the Office Professional package. The Standard Office package does not include Access software. All software needed for this course is available in the COBA lab.

### Term Projects = 300 points

The student will complete a 200-point Access term project and a 100 point Excel term project. Instructions for the project will be covered in class and will also be found on the Assignments link. Due dates are listed on the course calendar. **Projects cannot be turned in late.**

### Exams = 350 points

The student will take two hands-on (in the lab during the appointed time) exams during the semester. The mid-term exam is worth 150 points, and the final is worth 200 points. The student should let the instructor know ten days to two weeks before an exam if he/she has a conflict with the exam date/time.

### Course Grading

The course is based on 1,000 points. Grades will be assigned according to the following tables:

Quizzes (9 @ 10 points each)	90
Assignments	260
Access Project	200
Excel Project	100
Exams (mid-term @ 150, final @ 200)	350
Total Points	1,000

Student Score			Final Grade
930	to	1,000	A
900	to	929	A-
870	to	899	B+
830	to	869	B
800	to	829	B-
770	to	799	C+
730	to	769	C
700	to	729	C-
670	to	699	D+
630	to	669	D
600	to	629	D-
0	to	599	F

The assignments points breakdown is as follows:

Access Chapter 1	20
Access Chapter 2	20
Access Chapters 3, 4 & 5	50
Access Chapter 6	20
Excel Chapters 1, 2 & 3	45
Excel Chapters 5 & 6	35
E-Ch9 Solver (Lab)	20
Database Design Assn	20

Roster Assn	10
Access Show Comments	20
Total	260

### **Equal Access Statement**

The Department of Accounting/IS supports equal access for students with disabilities. If you are in need of special services due to a disability, please contact the instructor or the Disability Resource Center. The Disability Resource Center (DRC) provides accommodations for students with verified disabilities. When appropriate, reasonable accommodations can include the following: alternative testing, readers, note takers, interpreters, and adaptive equipment. For more information and/or to determine eligibility, please contact the Disability Resource Center in Thompson Building, room 101 or call (775) 784-6000.

### **Notes on Changes to Course Schedule and Syllabus**

- The instructor reserves the right to make changes to the syllabus and the schedule anytime throughout the semester.
- Your continued registration in this class after the initial drop date signifies that you have read and understand the syllabus for IS201 Spring Session 2010 and will abide by the course policies in the syllabus.