

Syllabus: CIS 3325 – Advanced Microcomputer Business Applications

Fall 2020

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Office Hours:

MEETING TIMES: CIS3325- (CRN: 14629 & 14631)

COURSE DESCRIPTION: This is a self-pace course. As a self-pace class, you will be able to meet all requirements at your speed and convenience the class. However, I will available online and will try and provide individual help for every chapter as needs arise.

This course is intended to teach you the application of financial and managerial accounting concepts to current accounting information system software, electronic spreadsheets, and database management systems.

PREREQUISITE: Understanding of file management within Windows Operating System.

COURSE OBJECTIVES:

Upon the successful completion of this course, the student will be able to:

- Demonstrate a basic understanding of the important topics of Microsoft Office Excel 2016 and Access 2016.
- Create and format a workbook and work with formulas, functions, charts, and graphics
- Use PivotTables and Pivot Charts, advanced formulas and functions.
- Demonstrate the ability to perform financial and what-if analyses.
- Create and build databases and define table relationships, maintain and query databases, and create and use forms and reports,

TEXTBOOK: ISBN: 10: 1-305-52036-X/ 13: 978-1-305-52036-3. This is a “bundle” that combines New Perspectives on Microsoft® Excel® 2016, Comprehensive and New Perspectives on Microsoft® Access 2016, along with the Course Code to use our on-line assessment tool. You can also buy the ebook version of the bundle. Please check out the video on Cengage Unlimited (<https://www.cengage.com/unlimited>) before making your decision on textbook.

I strongly recommend that you get this ‘bundle’ as soon as possible because you cannot access the material until you have purchased it (there is no such thing as buying a ‘used’ bundle). The bundle contains a unique user ID for you (you will be able to set your own password; these policies change each semester). Each assignment you must complete have time limits; if you delay getting the material, you will have less time to complete them (this is not good for you).

I know that you don’t like these restrictions (neither do I), but there is no way around them.

Class Drop Date: November 1, 2020

COMPUTER. A computer with access to Internet. Projects MUST be completed in Office 2016, in order to receive full credit.

SAM: SKILLS ASSESSMENT MANAGER

Once you have your User ID, you can access your SAM 2016 account, please sign in at sam.cengage.com. UTEP’s iKey: **T2113825**

COURSE COMPONENTS

There are 11 chapters on Excel and 5 chapters on Assess. Each chapter has three sections (see below). Each of these sections has a set opening date (when the material is available to you) and a set closing date (when the material is no longer available to you). These dates are fixed (set on stone!) unless you have a very good reason why you should be allowed an extension. Computer problem is not a sufficient reason for extension.

**** Late work will not be accepted. Don't even ask!!! It will not be granted!! ****

Training

Each chapter has a number of topics, which varies by chapter. In the training session you will be shown how to answer each question. You will then be asked to replicate the procedures you were shown (you can repeat this any number of times – and should until you understand the procedures). This component has no closing date (it is available to you to do as many times as need). It has no points allocated toward your final grade. Training is crucial because it helps you do well in the exams and projects. Please do the Training as often as necessary.

Projects

You should remember that your grade is based upon your ability to DO the work rather than on your ability to follow along as someone else does it. Computer literacy is learned through practice, practice, and practice.

Sixteen projects have been assigned in SAM2016 to correlate with the each of the sixteen chapters we will be covering. The due date and time associated with each case is stated clearly in Blackboard. You will receive immediate feedback on whether or not your answers are correct and will be allowed 3 attempts in order to complete it correctly before the deadline. Only the highest score is recorded in each case. Furthermore, assignments will not be accepted after the due date. You can complete the exams first or the projects first or the exams first. You decide. Project is worth 50% of your final grade.

Exams

Sixteen assessments have been assigned in SAM2016. The due date and time associated with each exam is stated clearly in Blackboard. You will receive immediate feedback on whether or not your answers are correct. Exam is worth 50% of your final grade. Don't wait until the last minute in case you have computer issues (computer issues are *not* a valid excuse for missing an assignment).

COURSE POLICIES:

Student Feedback/Communication

The easiest way to get me is through email at gudo@utep.edu. I will try my best to respond within 24 hours.

Attendance/Involvement

You, whether present or absent, are responsible for all material presented or assigned for a class meeting, and will be held accountable for such materials in the determination of course grades

Need for Assistance:

If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined, or which will require academic accommodations, please notify me as soon as possible.

Academic Dishonesty

I expect all students to conduct themselves with the highest level of integrity. You have the opportunity throughout your business career to demonstrate your own level of integrity. Similarly, in this class you will have an opportunity to demonstrate academic integrity. The two are inextricably linked. And let's not be naïve: issues of integrity are rarely black and white – they are invariably some shade of gray. I encourage you to think about the standard you set for business integrity in your career, and to implement that standard with respect to your academic integrity in this class. In so doing, you might want to keep the following quote from Samuel Johnson in mind: “The chains of habit are too weak to be felt until they are too strong to be broken”.

Academic dishonesty in any form will not be tolerated. For a definition of academic dishonesty and its consequences, see your student handbook.

For the purposes of this course, academic dishonesty includes, but is not limited to,

- Copying another student's solution or allowing another student to copy your solution
- Removing or copying pages or problems from exams or quizzes, including those posted on the World Wide Web
- Any other activity that jeopardizes the integrity of this course.

***** SAM has introduced new measures to detect cheating (TRULY – this is NOT an idle comment). What I mean by this is that if someone copies someone else's work, it will be detected (I will talk more about this in the first class). If that is the case, you will receive ZERO credit for the submission (and the person who gave you their work will also be have their submission reduced in grade (TRULY!!))**

Evaluation:

Grades are not given; they are **EARNED**. You must work for it. Your grade will be based on results rather than on effort — your performance is an indicator of your ability to master the topic. Decide to work **NOW** for the grade you want. Students who keep up with the materials, do all of the assignments, and participate in the learning experiences typically do well.

Your grade will be based on the total number of points that you earn for each assignment group. Your grade will be calculated using the following scale:

| Grade | Level of Work | Percentage Range |
|-------|--------------------------|------------------|
| A | Excellent, distinguished | 90 – 100% |
| B | Very good, above average | 80 – 89% |
| C | Average, Normal | 70 – 79% |
| D | Below Average | 60 - 69% |
| F | Failing | < 60% |

A grade of "I" (**Incomplete**) will be assigned only in circumstances in agreement with the current UTEP Graduate Catalog.

If you are taking this course under the S/U option, you must earn a "B" or better to receive a grade of "S."

Class Schedule:

The calendar and the assignments are all found in the SAM program.

I reserve the right to change any assignment if circumstances dictate. Students will be notified of such changes through an announcement. It is the student's responsibility to be aware of such change.

ACCESS INSTRUCTIONS

The Student Registration video for SAM 2016 will show students how to access their SAM materials and how to access Cengage Unlimited. Please click this links:

SAM: Getting Started for Students

<https://play.vidyard.com/XPJjojb5ciBDjsvpctoSgv>

<https://www.cengage.com/unlimited>

- To Register for the course you must buy this book which has the access code to the course. The book is at the UTEP bookstore. CME ACP NP MS ACCESS 2013 BRIE Edition: N/A by Adamski. You MUST pay and be registered for the course.

After you have bought your book go to <https://sam.cengage.com/Login.aspx> Click on New User. Enter the Code T2113825 for the University Code. Choose section Udo - CIS 3325. Once you are registered you will see all the assignments for the course starting with 1. Excel Chapter 1 Training. To the right of each assignment you will see the date that the material is available and the date it is due.

Each Chapter has training, project, and exam. Only the projects and the exams count toward your grade. The projects are 50% of your grade and the exams are 50% of your grade. The trainings are to help you with the projects and exams. Although there are many ways to accomplish the same task in Excel and Access, only the method that is illustrated in the training will be accepted. There are three attempts for each project and three attempts for each exam.

PLEASE NOTE:

The program codes all their work and will report it to you. DO NOT CHEAT!!!

No available dates or due dates will be changed without a documented medical excuse.

They MUST use Excel and Access 2016 and the English version of Windows. If they don't it will mark answers wrong. You can get the software for free from Technology Support at the Library if you don't have it.

The spreadsheets that you download are coded. If you copy from another student or you copy from an internet file then the program will identify you. Here is a copy of the report that will be sent to me. If I receive one of these reports you will receive a 0 for that assignment. PLEASE do not attempt to fool the system!!!

Incident Report

Monday, May 11, 2015

SAM Projects Cheating Detection Overview

When a student downloads a start file, a unique ID for that student is encrypted and saved in the file at multiple locations. These are stored on the document type.

If SAM Projects detect work submitted by a student that contains the encrypted student ID of another student, the submission is listed in the incident report below. An incident is reported only if the student submitted a file that was downloaded by another student. The file that contained data which was copied and pasted from a file downloaded by another student.

| Student | Assignment | Date of Submission | Other Student |
|---------------|--------------------|----------------------|---------------|
| Mouse, Mickey | Excel Ch 6 Project | 4/30/2015 1:07:01 PM | Mouse, Minnie |

Projects Incident Report

Chapter Assignments and Due Dates

| Chapters | Open Date | Close Date |
|----------|-----------|------------|
| Excel 1 | 08/24 | 08/30 |
| Excel 2 | 08/30 | 09/06 |
| Excel 3 | 09/06 | 09/13 |
| Excel 4 | 09/13 | 09/20 |
| Excel 5 | 09/20 | 09/27 |
| Excel 6 | 09/27 | 10/04 |
| Excel 7 | 10/04 | 10/11 |
| Excel 8 | 10/11 | 10/18 |
| Excel 9 | 10/18 | 10/25 |
| Excel 10 | 10/25 | 11/01 |
| Excel 11 | 10/25 | 11/08 |
| Access 1 | 11/01 | 11/08 |
| Access 2 | 11/08 | 11/15 |
| Access 3 | 11/15 | 11/22 |
| Access 4 | 11/15 | 11/29 |
| Access 5 | 11/15 | 12/03 |