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Course Information: What this class is about and what we will do

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).

Class Drop Date: April 1, 2021

Technology Requirements

Course content is delivered via the Internet through the Blackboard learning management system. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

You will need to have access to a computer/laptop, scanner, a webcam, and a microphone. You will need to download or update the following software: Microsoft Office, Adobe Acrobat Reader, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

If you do not have a word-processing software, you can download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) for free via UTEP's Microsoft Office Portal. Click the following link for more information about Microsoft Office 365 and follow the instructions.

IMPORTANT: If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP Help Desk as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

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 ASSIGNMENTS AND GRADING

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 enough reason for extension.

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

Grades are not given; they are **EARNED**. 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. The weight associated with each of the graded areas, and the total points required to earn the various grades, are shown below.

Assignment Group	Weight
Training Sessions	0%
Projects (16)	50%
Exams (16)	50%
Total	**100%**

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 each of the sixteen chapters we will cover. 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 and you will be allowed 3 attempts. 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).

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 Undergraduate Catalog.

COURSE COMMUNICATION: HOW WE WILL STAY IN CONTACT WITH EACH OTHER
Because this is an online class, we won't see each other in the ways you may be accustomed to: during class time, small group meetings, and office hours. However, there are a number of ways we can keep the communication channels open:
- Office Hours: We will not be able to meet on campus, but I will still have office hours for your questions and comments about the course. My office hours will be held on Blackboard Collaborate using this link: [insert link] and during the following times:
  - Tuesdays: 10-11:30 a.m. Mountain Time
  - Thursdays: 4-5:30 p.m. Mountain Time
- Email: UTEP e-mail is the best way to contact me. I will make every attempt to respond to your e-mail within 24-48 hours of receipt. When e-mailing me, be sure to email from your UTEP student account and please put the course number in the subject line. In the body of your e-mail, clearly state your

question. At the end of your e-mail, be sure to put your first and last name, and your university identification number.

- Discussion Board: If you have a question that you believe other students may also have, please post it in the Help Board of the discussion boards inside of Blackboard. Please respond to other students' questions if you have a helpful response.
- Announcements: Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.

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!!))**

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/XPJjojb5ciBDjsvpxtoSgv

https://www.cengage.com/unlimited

○ To get credit 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 2019 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 location depending on the document type.

If SAM Projects detect work submitted by a student that contains the encrypted student ID of another student, the subm details display in the incident report below. An incident is reported only if the student submitted a file that was downloa the student submitted a 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 Pa

NETIQUETTE

As we know, sometimes communication online can be challenging. It's possible to miscommunicate what we mean or to misunderstand what our classmates mean given the lack of body language and immediate feedback. Therefore, please keep these netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.

- Always consider audience. This is a college-level course; therefore, all communication should reflect polite consideration of other's ideas.
- Respect and courtesy must be provided to classmates and to the instructor at all times. No harassment or inappropriate postings will be tolerated.
- When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.
- Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

BLACKBOARD COLLABORATE SESSIONS

- This class requires that you participate in scheduled Blackboard Collaborate sessions. The purpose of these sessions is for you to view live demonstrations of the course material and/or to participate in small discussion groups with your classmates. The dates and times of these sessions will be announced several days in advance.

MAKE-UP WORK

- Make-up work will be given only in the case of a documented emergency. Note that make-up work may be in a different format than the original work, may require more intensive preparation, and may be graded with penalty points. If you miss an assignment and the reason is not considered excusable, you will receive a zero. It is therefore important to reach out to me—in advance if at all possible—and explain with proper documentation why you missed a given course requirement. Once a deadline has been established for make-up work, no further extensions or exceptions will be granted.

ALTERNATIVE MEANS OF SUBMITTING WORK IN CASE OF TECHNICAL ISSUES

- I strongly suggest that you submit your work with plenty of time to spare in the event that you have a technical issue with the course website, network, and/or your computer. I also suggest you save all your

work (answers to discussion points, quizzes, exams, and essays) in a separate Word document as a back-up. This way, you will have evidence that you completed the work and will not lose credit. If you are experiencing difficulties submitting your work through the course website, please contact the UTEP Help Desk. You can email me your back-up document as a last resort.

INCOMPLETE GRADE POLICY
- Incomplete grades may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to me immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

ACCOMMODATIONS POLICY
- The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the UTEP Center for Accommodations and Support Services (CASS). Contact the Center for Accommodations and Support Services at 915-747- 5148, or email them at cass@utep.edu, or apply for accommodations online via the CASS portal.

COVID-19 PRECAUTIONS
You must STAY AT HOME and REPORT if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at screening.utep.edu. If you know of anyone who should report any of these three criteria, you should encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to COVIDaction@utep.edu.
For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website (screening.utep.edu) prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, and alternative instruction will be provided.

Students are advised to minimize the number of encounters with others to avoid infection. Wear face coverings when in common areas of campus or when others are present. You must wear a face covering over your nose and mouth at all times in this class. If you choose not to wear a face covering, you may not enter the classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be dismissed from the class and will be subject to disciplinary action according to Section 1.2.3 Health and Safety and Section 1.2.2.5 Disruptions in the UTEP Handbook of Operating Procedures.

COVID-19 Accommodations
Students are not permitted on campus when they have a positive COVID-19 test, exposure or symptoms. If you are not permitted on campus, you should contact me as soon as possible so we can arrange necessary and

appropriate accommodations. (classes with on-campus meetings) Students who are considered high risk according to CDC guidelines and/or those who live with individuals who are considered high risk may contact Center for Accommodations and Support Services (CASS) to discuss temporary accommodations for on-campus courses and activities. Apply at cassportal.utep.edu and fill out a three-question application. You will be scheduled to meet with disability coordinator to discuss your unique situation.

Chapter Assignments and Due Dates

Chapters	Open Date	Close Date
Excel 1	01/18	01/24
Excel 2	01/25	01/31
Excel 3	02/01	02/07
Excel 4	02/08	02/14
Excel 5	02/15	02/21
Excel 6	02/22	02/28
Excel 7	03/01	03/07
Excel 8	03/08	03/14
Excel 9	03/15	03/28
Excel 10	03/29	04/04
Excel 11	04/05	04/11
Access 1	04/12	04/18
Access 2	04/19	04/25
Access 3	04/26	05/2
Access 4	04/26	05/09
Access 5	04/26	05/14

accumulated