

Syllabus

**SUMMER II, 2019
JULY 10 – AUGUST 5, 2019**

Instructor: Dr. Laura L. Trevino

Email: lhall@utep.edu

Office Hours: Anytime by appointment

Course Description:

Application of financial and managerial accounting concepts to current accounting information system software, electronic spreadsheets, and database management systems. You are free to complete your assignment at your own convenience however each chapter must be completed by the assigned due dates. I am available by email anytime.

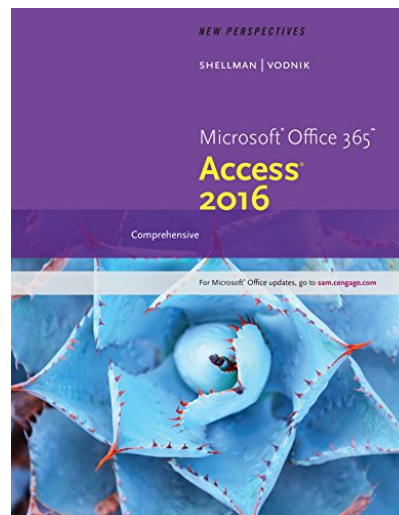


Learning Objectives:

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

- Demonstrate a basic understanding of the most 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 PivotCharts, 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



This is a “bundle” that combines New Perspectives on Microsoft® Excel® 2016, Comprehensive and New Perspectives on Microsoft® Access 2016, Brief, along with the Course Code to use our on-line assessment tool.

The Access code for the SAM program comes with your book. To access, please sign in at sam.cengage.com. Create an account. UTEP’s iKey: **T2113825**

Relevant Websites

All course content will be delivered via Blackboard. To access BlackBoard go to <http://my.utep.edu/> and log in **using your e-mail login and password**. You can access BlackBoard by clicking on the link near the top of the myutep webpage.

You can view the syllabus, assignments, discussion boards, your grades, and other supplemental material related to this course on Blackboard. You can also send e-mails to your fellow classmates or to me through BlackBoard – always remember to include an appropriate subject line to prevent your email from going into the junk mail folder.

Please note that you cannot use the BlackBoard email system to send email to anyone outside of the class.

***** IMPORTANT: You must get into the habit of checking BlackBoard EVERY DAY to make sure you do not miss any important announcements, which will be posted on the Homepage or Announcement area.**

BlackBoard

BlackBoard is our classroom! Any inappropriate behavior/comments online will not be tolerated. I reserve the right to drop you from this course if you use BlackBoard to make inappropriate comments toward other students or the instructor.

All communication must be conducted through **UTEP Email or telephone**. When you email me on be sure to include as much information as possible to include your first and last name, title of class, and CRN number. I will respond to you within 24 hours.

Required Software:

You will need the following software on your computer to efficiently work in this course. If you are using a lab on campus, they already have the necessary software. All the needed programs are free downloads and can be downloaded from the URLs I have provided here and on Blackboard, which is located in the **Getting Started tab**.

Adobe Acrobat Reader: You can get the program by going to <http://www.adobe.com> and then clicking on the icon on the left side of the screen, which says "Get Adobe Reader. Follow instructions to install the reader.

Macromedia Flash Player: You can get the player by going to <http://www.macromedia.com> and then clicking on "Download Flash Player." Follow instructions to install the player.

Microsoft Office: I recommend buying this if you do not have any word processing software or presentation software. It is available at the UTEP bookstore to students at a discounted price. If you cannot purchase it you can access it at any of the computer labs on campus.

Being Successful In an Online Course:

Online learning is not a spectator sport. It is everyone's responsibility to participate fully so everyone can get the most from the experience. Here are some simple rules to follow to ensure participation and engagement in the learning process:

- **Ask Questions:** If you do not know the answer, someone else will. There is a Discussion Forum entitled **HELP BOARD** that is for asking questions related to the content OR any problems you are having. Make sure that you have clearly indicated the subject of your message. If you are having **technical difficulties**, you should first contact tech support at <http://issweb.utep.edu/techsupport/>
- **Reach Out to Others:** Offer a fact, article, link, or another item that can help others learn something you can share.
- **Be Appropriate:** The online classroom is not the place for insulting or insensitive comments, attacks, or venting. Inappropriate behavior will BE subject to disciplinary action.
- **Be Diplomatic:** When sending messages on emotionally charged topics, make sure you write the message and then walk away for at least an hour before re-reading the message and then sending it. Re-reading emotionally charged messages ensures that they are constructive instead of destructive. Think of the person at the other end.
- **Stay Focused:** Stay on topic to increase the efficiency of your learning.

Communicating Effectively Online:

When we converse, we expect other people to observe certain rules of behavior. The same is true online. Here are a few pointers to help you communicate more effectively.

- **Clearly, summarize** the contents of your message in the subject line of your email **AND** your discussion board postings.
- **Avoid** using all capital letters. USING ALL CAPS MAKES IT LOOK LIKE YOU'RE SHOUTING! IT'S ALSO MORE DIFFICULT TO READ.
- **Avoid** using sarcasm in your postings and e-mail messages. Sarcasm does not translate well in the online world.
- The following is **very important** for maintaining a well-organized board. If you are going to reply to a posting, then click on the **Reply** button. If you are going to change the direction of the discussion, then click on the **Create Message** button. DO NOT start a new thread every time you post! Either reply to an existing post or start a new topic of conversation.

Course Policies

Students with Disabilities:

I will make any reasonable accommodations for students with limitations due to

disabilities, including learning disabilities. Please contact the Center for Accommodations and Support Services (CASS) in the first week to discuss any special needs you might have. If you have a documented disability and require specific accommodations, you will need to contact the Center for Accommodations and Support Services (CASS) in the East Union Bldg., Room 106 within the first week of class.

The Center for Accommodations and Support Services can also be reached in the following ways: **Web:** <http://www.sa.utep.edu/cass>; **Phone:** 915-747-5148; **Fax:** 915-747-8712; **Email:** cass@utep.edu

Assignment Instructions

***** Each chapter will take an absolute minimum of 3-5 hours of work!!!!**

Each Chapter has a pre-exam, training, a post exam, a practice project, and a project for each chapter. You MUST complete all five assignments but only the post exam and the project will be graded. You can not complete the post exam or project without completing the other assignments.

For each Chapter:

1. Do the Pre-Exam (You are not supposed to know anything. This measures your pre-knowledge of the topics. You should score 0 or close to it. The post exam will measure how much you learned in the course)
2. Read the chapter
3. Do the Training
4. Do the Post-Exam
5. Do the Practice Project
6. Do the Project

Only the post exams and the projects count toward your grade. The pre-exams will determine your level of knowledge and then specific training will be provided for the questions you missed on the pre exams. Then you have three attempts for the post-exam. There are practice projects to work before your graded project. You also have three attempts for the project.

Course Activities:

Training:

There are many methods to complete a task. Only the method used during the training exercise

will be accepted by the program. If you use another method your assignment will be counted wrong. The trainings do not count toward your grade but you need to do them to succeed on the exams.

Fifteen pre and post exams have been assigned in SAM to correlate with the each of the fifteen chapters we will be covering. The due date and time associated with each case is stated clearly in SAM. 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. Assignments will not be accepted after the due date.

**** Late work is not accepted. ****

Exams

Fifteen assessments have been assigned in SAM2016. The due date and time associated with each exam is stated clearly in SAM. You will receive immediate feedback on whether or not your answers are correct.

Don't wait until the last minute in case you have computer issues (computer issues are not a valid excuse for missing an assignment). **** Late work is not accepted. ****

Projects

There are fifteen projects, one for each chapter. You must do the practice projects before you complete the project.

Course Policies:

Student Feedback/Communication

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

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:

Dates for modules are written in stone. If you do not submit your assignment by the due date it is an automatic zero. Assignments are due on Mondays by 11:59 p.m.

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.

Academic Dishonesty

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes but is not limited to cheating, plagiarism, and collusion. **Cheating** may involve copying from or providing information to another student, processing unauthorized materials during a test, or falsifying research data on laboratory reports.

Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another person's as ones' own. **Collusion** involves collaborating with another person to commit any academically dishonest act. Any act of academic

dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. Violations will be taken seriously and will be referred to the Dean of Students Office for disciplinary action. Students may be suspended or expelled from the University for such Actions.

I expect all students to conduct themselves with the highest level of integrity.

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.

CHEATING

The entire SAM program is 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, November 11, 2016

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 locations change depending 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 flagged and the details display in the incident report below. An incident is reported only if the student submitted a file that was downloaded by another student or if 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 Page 1 of 1