Syllabus: CIS 3325 – Advanced Microcomputer Business Applications
Fall, 2019

Instructor: Professor Peeter Kirs
Email: pkirs@utep.edu
Office: CoBA 203;
Office Hours: Tue, Thur 10:00 AM – 10:30 AM; 3:00PM – 4:00 PM. (and by Appointment – I am generally here every workday)

MEETING TIMES: CIS3325: CRN: 12913 Tue - Thur, 12:00 pm-1:20 pm, BUSN 320
CIS3325: CRN: 14948 Tue - Thur, 1:30pm – 2:50 PM, BUSN 320

COURSE DESCRIPTION: This is a self-pace course. As a self-pace class, you will be able to meet all requirements without attending the class. However, I will be in class, office or online and will try and provide individual help for every chapter we will.

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 it is available because you cannot access the material until you have purchased it (there is no such thing as buying a 'used' bundle). You can apply for 10 day free trial, keep in mind that it will elapse after 10 days (I do not control this – it is managed by the publishers (SAM Cengage) 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, 2019

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 (You will need this number to get the material)

COURSE COMPONENTS

There are 10 chapters on Excel and 5 chapters on Assess. Each chapter has four 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*, Unless you have a *REALLY* good Excuse !! **

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 (with help) you were shown (you can repeat this any number of times – and should until you understand the procedures). Finally, you will again be asked to repeat the procedures (without help). The training component has no closing date (it is available to you as long as you have a valid account). It has no points allocated toward you grade. That is because if you do not complete you cannot successfully complete the remaining components if you do not complete the remaining components. Please train as often as necessary.

Exams

Fifteen assessments have been assigned in SAM2016. The questions you will need to answer are based completely on the Training you were given (above). 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 (you are allowed three test submissions before the due date).

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

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.

Fifteen projects have been developed by the text publishers based on the chapters we cover. The project's release date and due date are available to you when you log onto your account. As with the exams, you will receive immediate feedback on whether or not your answers are correct, and you are allowed three project submissions before the due date.

Whether you submit the exams or the projects first is irrelevant. You decide. Both components are worth 50% of your grade.

Students tend not to believe me when I tell them that if they copy the project from another student, I will find out. The projects, like the exams, are electronically graded. Unlike the tests, however, there is hidden text in the projects which include who submitted the project (you) and who created the project (whoever you copied it from). REALLY! This is not a lie. After each of the projects are due, when I log onto my account, I am immediately notified if cheating is suspected, and who the two students are. I will email the two students are, but other than that, I will forward the notification to the Dean of Students, and she or he will arrive at a course of action. I will have no say in the punishment.

COURSE POLICIES:

Student Feedback/Communication

I intend to be in BUSN 320 for both sections, so the easiest way to see me is on Tue or Thur between 12:00 pm and 2:50 pm, or during my office hours (Given above). You can email me at pkirs@utep.edu and 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.

Keep in mind the warning I gave you about the **PROJECTS!**

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."

One other precaution. In the past few years, I have had at least two instances where students have changed their names during the semester (this typically happens to females who have gotten married). The problem is that they use their married names when signing up for SAM/Cengage but do not notify UTEP about the name change. I must submit your grade according to the name that UTEP has for you.

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.

SAM/Cengage 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:

Getting Started for Students. Please go to the links below:

https://play.vidyard.com/XPJjojb5ciBDjsvpxtoSgv

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 Kirs - 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.

This is a self-pace course. I will meet with you Tuesday, August 27ʰ at the designated time in Room 320 to go over all of the instructions given above.

Each Chapter has a training, a project, and an exam component. Only the projects and the exams count toward 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. I do not know which method is acceptable. SAM/Cengage may change it from semester to semester.

PLEASE NOTE:

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. The on the document type.

If SAM Projects detect work submitted by a student that contains the encrypted student ID of another student, the submissior in the incident report below. An incident is reported only if the student submitted a file that was downloaded by another stud 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 Rep

Chapter Assignments and Due Dates

Chapters	Open Date	Close Date
Excel 1	08/26	09/02
Excel 2	08/28	09/09
Excel 3	08/30	09/16
Excel 4	09/13	09/23
Excel 5	09/20	09/30
Excel 6	09/27	10/07
Excel 7	10/04	10/14
Excel 8	10/11	10/21
Excel 9	10/18	10/28
Excel 10	10/25	11/04
Access 1	11/01	11/11
Access 2	11/08	11/18
Access 3	11/15	11/25
Access 4	11/15	11/29
Access 5	11/15	12/04