

*University of North Carolina at Greensboro
Bryan School of Business and Economics
Department of Information Systems and Supply Chain Management*

**ISM 210 - Business Computing II
Course Syllabus for Fall 2018**

Course Number:	ISM210-01
Course Name:	Business Computing II
Instructor:	Ziyue Huang
Email:	z_huang4@uncg.edu
Class meeting:	Course websites, WebEx meeting when needed
Office Hours:	No office hour Email is the best way to communicate

Textbook and Supplies:

- Our text is Exploring Office 2016, Pearson Education
 - E-text with myITlab access code – The coursework will be based off of the e-text
 - ISBN: 9780134455877
 - or you can purchase directly from www.myitlab.com
- Microsoft Office 2016 Professional (includes MS Access) - needed if working on assignments from home. All UNCG students can download it free from <https://its.uncg.edu/office365/> (MS Access has no Mac version).

Course Description:

Business Computing II covers advanced techniques in the use of microcomputer applications, including spreadsheets, database systems, and linkage between applications. Students study how end-user applications are managed and contribute to business.

The objectives of this course are to provide the student with a detailed understanding of computer systems and to develop some advanced competencies with common business software applications.

These competencies will include:

- (a) Understand microcomputer terminology and operations,
- (b) Employ current Windows operating system,
- (c) Productively use word processing, business graphics, databases and spreadsheet software.

Relationship to Other Coursework:

Business Computing II expands the student's proficiency of using advanced microcomputer tools.

This platform will be expanded in subsequent course work including:

- SCM 304 (Managing and Organizing Projects)
- ISM 218 (Database Systems)
- ISM 452 (Design of Management Information Systems)

Course Topics:

Windows Operating System	Use Windows 10 to demonstrate file management skills, backup skills and safe, secure computing skills.
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Access	Productively use Access to construct, maintain and edit databases. Use Access to create and print multi-level (aggregated) reports, modify dB structure, define relationships between tables and dB files, create Select queries. Specify query conditions, calculated fields and use comparison operators and functions. Group queries and reports by appropriate level. Exchange data between Access and other data sources. Pivot query data and create charts.
Excel	Productively use Excel to plan and construct a spreadsheet with cell reference formulas and functions such as the IF function. Create a spreadsheet with relative and absolute cell references. Use cell notes to document formula logic. Attractively format worksheet data. Use Excel to create professional charts. Recognize which chart types optimally represent data types. Employ advanced Excel features (Conditional Formatting, Subtotals, PivotTables and Pivot Charts, Create and use named ranges, Employ Excel Tables and Filtering).
Integration	Integrate between the MS Office products seamlessly. Recognize the appropriate tool for the task.
Documentation	Understand how to responsibly and effectively document work.
Troubleshooting	Understand the responsibility of communicating effectively with end-users, through help-desk interactions and procedures manuals. Become aware of general troubleshooting questions and techniques.

Class Format:

Web-based discussions, tutorial-style assignments, WebEx meeting when needed.

Assignment Descriptions:

- **Online Discussions** - You must post some questions, solutions or comments on the discussion forum of Canvas for each chapter.
- **End of chapter quizzes** - These assignments are multiple choice questions from a given chapter and will be allowed only *one attempt*. So you need to read through the textbook and slides carefully before you start to do the quiz.
- **Simulation Trainings and Simulation Exams** - These assignments use web-based software that is created to resemble MS Excel or MS Access. You will be given prompts and are expected to follow and understand what is being asked. The software will give immediate feedback on your attempt and will provide grades at the end of the assignment. You will also be allowed *three attempts* before the due date on exercises to increase your grades. For each question, you will have ten attempts for simulation training and five attempts for simulation exams.
- **Grader Projects** - To complete the grader projects you will be given 2 files. One file is a word document with instructions for the assignment and the second file is the starter file (either excel or access) that you will work with and then upload through myITlab to be graded. Make sure *not to share these files* as myITlab generates a special code and will flag files that do not coordinate with the one that you have been given. You will be allowed *three attempts* before the due date on grader assignments to bring up your grades.
- **Midterm and Final Exams** - will consist of application based multiple choice questions from the material covered and will be timed. Please study properly for these exams as the time allotted does not allow students extra time to search for solutions. You will be allowed only *one attempt*.

- **Final Project** - Students will complete a class project. The class project utilizes both MS Excel and Access and will display the students understanding of class concepts.

Performance evaluation:

The course grade will be calculated using the following points:
 You will have an end of chapter quiz, simulation training, simulation exam, grader project, and online discussion for each chapter that is covered in this class. There are 9 chapters in total (5 from Excel and 4 from Access). **Late submission will have 10% penalty for each day.** In addition, you will have a final project, midterm exam and final exam.

Element	Points
Chapter Assignments	
Grader Project	25
Simulation Training	10
Simulation Exam	15
End of Chapter Quiz	10
Assignments Total:	540
Exams:	
Midterm Exam	100
Final Exam	100
Final Project	200
Online Discussion:	60
Course Total:	1000

Final Grading Scale	
98 -100	A+
93-97	A
90-92	A-
88-89	B+
83-87	B
80-82	B-
78-79	C+
73-77	C
70-72	C-
65-69	D
Below 65	F

Posting Grades: Grades in the ISSCM Department are NOT posted and are NOT given over the phone or email. You may check your grades on Canvas within 2-3 days after the final exam.

Written Communication Content:

Information Systems involves a dynamic environment with constant attention to changes. Effective and professional written communication is stressed through the required assignments.
 E-mail: Each student has been assigned an e-mail account by the IRC. Students will be expected to activate their e-mail accounts and to use electronic mail. An excellent way for student to receive help on homework assignments is to ask questions on discussion forum of Canvas under each chapter, or attach the file in question to an e-mail and send it to the instructor.

Technology Applications:

Technological advances in computing are addressed throughout the course.

Ethical Perspectives:

Computing is a tool employed to manage information during decision-making. The importance of ethical decisions will be addressed. Legal constraints imposed by the PNPI statutes are also covered.

IMPORTANT: Academic Integrity Policy

Discussing your assignments with other students can be a valuable learning resource; however, each student is expected to do their own original work. University students conduct themselves in accordance with the highest standards of academic integrity. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or

examination materials, forgery, or plagiarism. UNCG Academic Integrity Policy can be viewed at <http://sa.uncg.edu/handbook/academic-integrity-policy/>.

Students should NOT make, borrow, or “share” copies of their assignments or files with other students, including previous ISM 210 students. Helping one another is allowed, but copying, even electronically, is cheating. This practice is against the UNCG Academic Integrity Policy and defeats the purpose of this course. No credit will be received for shared work, and other penalties may be imposed. **Please understand that the myITLab Grader monitors and flags integrity violations automatically.**

Note: MyITLab is programmed so that when a student downloads the starting document, “Coins” are embedded throughout the Grader Project and those “Coins” are specific to that student. If a student copies another student's document and paste that into his/her downloaded document, the Integrity Violation Detector will detect both students and will report both students in questions to the Instructors Gradebook. If a student takes another student's full document, changes the name and saves it as his/her own, the Integrity Violation Detector will also detect both students and will report both names to the Professors Gradebook as a Violation.

If a student uses the MyITLab documents from another student who took the course in a different semester, a different year, or even at a different school, the Violation Detector will still detect that violation and provide both students names to the Professor in their gradebook as an Integrity Violation.