

# M&IS 24053 Computer Applications Summer I 2009

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## Course Theme

Solving information related problems using computers, networks, software and data.

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## Course Objectives

The fundamental objective is for you to develop an appreciation for the contribution that computers and software can make to your life as a student and as a professional. It is expected that during this term you will develop competency in the operation of the hardware and software to which you are exposed. It is further expected that as you master the course material your confidence in your ability will increase. A secondary objective is for this to be an enjoyable and fun learning experience.

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## Textbook and Other Materials

The course's text book is Information Technology, Steinberg, Geoffrey, Kendall-Hunt. 2008. Use the course daily schedule (at end of syllabus) as a guide so that you read the appropriate chapters before that material is covered in class. You should read the material before coming to class so that you are ready to participate in the class discussion.

### Class Slide Presentations

Copies of the instructor's classroom slide presentations are found in a workbook included with the textbook. You will find these copies very handy when you take class notes. The workbook has exact images of many of the slides used by the instructor. Take your notes directly on the copies. It will make note taking easier and more accurate. You will find it easier to study for quizzes too.

### Jump Drive

You should use the jump drive which is packaged with the book. The drive has sufficient space to complete your assignments and can also be used for your other course work.

## Handouts

You will find additional course material in Pamela (see below).

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## Pamela

Most of your course activities are interactive and involve using the Pamela on-line application.

- Quizzes and homework are administered and graded instantly by Pamela.
- Each regular assignment must be completed by the due date.
- The grade on record at the due date is your grade.
- Pamela's **timeline** shows the due dates for each assignment.
- Pamela is available 24/7.
- Each time anything is graded a fresh copy of your grade **status report** will be put on the Internet for you to access. See "Status Report" on the Pamela main page for access to your personal report.

Follow these steps to log on to Pamela: Start a web browser: Go to this web address: <http://solarsystemsoftware.com/>

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## Homework

There are 12 regular assignments. To view specifics about assignments use your ID and password to log on to Pamela and view the Timeline.

- You may submit any regular assignment three times until the due date.
  - The grade recorded is what you earn on your last attempt (which may or may not be your highest score).
  - If your score goes lower when you resubmit an assignment then the lower score is what counts toward your grade.
  - You will complete most of your regular assignments using a storage device such as the one included with the text.
  - Each homework is worth 1 point (1% of your course grade).
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## Quizzes

- There are 5 objective quizzes (multiple choice, true-false, fill in the blank).
- Each is worth 16 points (16% of your course grade).
- Each quiz is available during a **quiz period** as identified on the timeline.
- Quizzes are not curved.

- Each quiz contains material covered in class during the three days prior to the beginning of the quiz period.
- Textbook reading assignments are also material for the quizzes.
- There is no final exam. The last quiz is also non-comprehensive.
- Quizzes are open notes and you may use other software while taking a quiz.
- You may submit a quiz only one time.

### **Prerequisites**

- You may not begin any quiz until you demonstrate your understanding of the syllabus by completing the Syllabus Contract.
- Each quiz has other prerequisites as well and it is your responsibility to be aware of the schedule.
- You may attempt the exercises as often as you wish until you accomplish the required grade of 100 on each prerequisite.
- To learn what the specific prerequisites are click "Prerequisites" on the timeline.

### **Taking a Quiz**

- Each quiz is of different time length - it is your responsibility to check this.
- READ EVERYTHING IN THE INSTRUCTIONS.
- Open any programs you will need BEFORE you begin the quiz.
- Read ALL dialog boxes.

### **Viewing Results**

Once a quiz period has ended (midnight of the last day of a quiz period) you may view your quiz (all questions and answers) for up to seven days by locating the quiz in your status report.

### **Instructor Review of Your Quiz**

- You may request that your instructor review specific questions from your quiz for up to seven days after the end of the quiz period.
- Before contacting your instructor note the specific question numbers.
- Quizzes will not be examined after the seven days have elapsed.

### **Study Guides and Practice Tools**

- To view a study guide:
    - Log on to Pamela.
    - Click the quiz in the timeline.
    - Click "View Instructions".
  - Practice quizzes are available for each quiz. Click the practice quiz name (on the timeline) to begin.
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## Pop Quizzes

There will be eight points (8% of your course grade) based on in-class unannounced pop quizzes. If you are absent on a pop quiz day you will receive a zero on that pop quiz unless you have an excused absence.

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## Syllabus Contract

This syllabus is a contract between you and the instructor. Your responsibilities are described in this document. Before you are permitted to attempt any of the five course quizzes you must demonstrate that you understand the contract (syllabus) by earning a perfect score (100%) on a syllabus survey. You will find the Syllabus Contract Survey on the timeline.

- You are permitted to attempt the Syllabus Contract Survey as often as you like until you reach 100%.
  - You may attempt the Syllabus Contract Survey from any Internet connected computer using Internet Explorer.
  - It is strongly suggested that you print this syllabus and use it while completing the Syllabus Contract Survey.
  - You must score 100% on the Syllabus Contract Survey before attempting any of the five course quizzes.
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## Extra Credit

You may earn up to 5 extra-credit points during the course this way:

Pop Questions -- 4 points possible:

- At various times when logged on to Pamela you will be given the opportunity to answer questions about course content.
- Each correct answer will result in an award of 0.10 credit points.
- During the semester you will receive up to 40 extra credit pop questions for a possible 4 points.
- The pop credit questions are all objective (multiple choice, true-false, fill in the blank).
- Points earned from correctly answering pop credit questions are available for Gift Catalog purchases (see below).
- There may be additional extra credit opportunities available to those who attend class.

Extra Credit Assignments -- 1 point possible:

- During the course three extra credit homework assignments are available.

- Completion of all assignments is worth a maximum of 1.0 extra credit points.
  - These points are not used for Gift Catalog purchases.
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## **Gift Catalog**

You may purchase gifts from the Gift catalog by using pop credit points that you earned. Click "Gift Catalog" on the timeline. Gifts available include:

- A due date extension
  - An additional homework submission
  - Erase a grade and start over
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## **Lateness**

You may complete overdue assignments late but you will be assessed a late fee. This is different from the Gift Catalog because with rewind you do not spend pop credit to begin a late course requirement but you are assessed a penalty for lateness. To begin any assignment late click it on the timeline.

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## **Early Bird Special**

Get rewards for completing assignments early. Look for "Early Bird Special" on the timeline for details.

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## **How Your Grade is Computed**

- Your semester grade is the weighted average of the 5 quizzes (16 points each) + 12 homework assignments (1 point each) + 8 points of pop quizzes.
- Each quiz and homework is to be completed on time by the due date. Penalties apply for lateness.
- Up to 5 points of extra credit may be added to your quiz and homework average.
- Nothing is curved: not homework assignments, not quizzes and not the semester final grades.
- Only full letter grades are use. +/- grades are not used.
- Grades are rounded, so 89.5 becomes 90 which is an A.

**This grading scale is used:**

90+	A
80-89	B
70-79	C
60-69	D
0-59	F

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## Rules

In order to be fair to all students the following rules are enforced:

### **Excused Absence and Lateness**

The following are the Kent State accepted excuses for absence and late homework submission or permission to take a quiz late.

- sickness with medical note
- athletic event - with coach's note
- religious observation
- military responsibility with documentation
- death in family with documentation

No other excuses for lateness are accepted. If you miss homework or quiz due date then you may purchase an extension from the gift catalog or use the rewind option if you wish to complete that assignment. Here are some excuses that are invalid and will be ignored:

- your Mom will call me to let me know why
- your alarm didn't go off
- your kids were sick
- your parents needed your help
- you had to work
- you forgot the due date
- you check your email, but you don't check Pamela
- you have to get a good grade in here
- your computer died
- you went to a movie
- you cannot access Pamela
- your diskette will not work
- there was no lab assistant to proctor
- the lab was in use by a class, etc.
- your car quit
- you had an accident
- you had to watch a television show
- it is raining

- you are lazy
- you did not want to do the assignment
- any new excuse we haven't heard which you come up with as your contribution to next semester's syllabus

**Attendance is not mandatory but:**

- You are responsible for all material presented.
- Do not ask for special consideration claiming that you miss material because you were not in class.
- If you miss class you are not eligible for special in-class awards (unless the absence is covered by one of the Kent State accepted excuses for absence).
- Do not ask the instructor for a re-cap of a missed class (unless you have an excused absence).
- Attendance is recorded - the instructor distributed attendance tokens which you submit to Pamela. Sufficient attendance (75%) is required for e-mail assistance by the instructor.

**Classroom rules:**

- Respect the other students in class. This means never ridicule anyone for asking a question. Laughing at or ridiculing another student is grounds for dismissal from this course with a grade of F.
- Use of a cell phone or pager during class is grounds for removal from the class.
- If you arrive to class late:
  - You may be denied permission to participate in In-Class Awards
  - You may be required to sit in the front row.
  - The instructor may deny entrance to anyone more than 15 minutes late.

**In-Class Special Awards**

- In-class extra credit awards are given to students directly by the instructor.
- These awards are known as tokens.
- Only students present in class are eligible for these awards.
- Any student claiming an award obtained from other than the instructor is dishonest and will be dealt with according to Kent State University regulations concerning student conduct.
- Possession of a token not directly received from the instructor is grounds for failure in this course.

**Cheating**

Cheating is grounds for immediate dismissal and automatic failure from this course with no opportunity to complete any further assignments. Cheating includes, but is not limited to:

- Submitting work (homework, pre-requisites, quizzes) that is not yours.
- Providing answers to (homework, pre-requisites, quizzes) to another student.
- Possession of a token not personally received from the instructor.
- Giving a token to another student.
- Possession of a copy of quiz questions in any form including printed or electronic versions of a quiz.
- Illegally copying software.
- Using electronic communication with another person during a quiz.

### **e-mail**

You may communicate with your instructor using e-mail. There are some rules, however, that you must observe to use e-mail effectively. Little tolerance is granted for email messages that violate these guidelines:

- Use the e-mail address shown at the top of this syllabus. No other e-mail addresses are used by the instructor.
- Make sure that your spelling and grammar are correct.
- Get to the point. Do not be long-winded. No jumbled verbiage.
- Be organized. Be clear.
- Be honest.
- Use proper English - no slang.
- DO NOT TYPE IN ALL CAPS!
- Be respectful.
- Say who you are.
- Never write something like "respond ASAP."
- Allow 24 hours for a reply.

The instructor will not answer e-mail:

- About a homework assignment on the due date for that particular assignment.
- About a pre-requisite on the day that the dependent assignment is due.
- If your attendance is less than 75% based on recorded tokens.
- On weekends or evenings.
- Written in a rude or demanding way.

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## **Other Information**

### **Students with Disabilities**

In accordance with University policy, if you have a documented disability and require accommodations to obtain equal access in this course, please contact the instructor at the beginning of the semester or when given an assignment for which accommodation is required. Students with disabilities

must verify their eligibility through the Office of Student Disability Services (SDS) in the Michael Schwartz Services Center (672-2972).

### Thinking about a Major or Minor in Information Systems?

Enrollment in the initial courses (24060 - Systems Analysis and 24070 Principles of System Development) requires permission. Ask your instructor for information.

## Daily Class Schedule and Reading Assignments

- The daily schedule indicates the topics covered during each class session.
- You are expected to complete the reading assignments prior to each class meeting.
- Reading assignment pages shown below in ().
- The Quiz column indicates what quiz covers the material shown to the left.
- Quizzes are available for the time periods as indicated on the timeline.

Date		Quiz
6/15	Syllabus Introduction(1-9)	1
6/16	Information Systems	1
6/17	Windows (255-287)	1
6/18	Hardware & Software (13-51)	1
6/22	Data & Information (181-197)	2
6/23	SQL Queries (535-543)	2
6/24	Excel (377-414): <ul style="list-style-type: none"> <li>• Functions &amp; Formulas</li> <li>• Formatting</li> <li>• Analyzing Data</li> <li>• Importing Data</li> </ul>	2
6/25	Excel	2
6/29	Excel (433-450): <ul style="list-style-type: none"> <li>• Copy/Move Cells</li> <li>• Cell Addressing</li> <li>• Logic</li> </ul>	3
6/30	Excel	3
7/1	Impact of Computing on Society	3
7/2	Internet & Communications (71-118)	3
7/6	Excel (425-430; 450-460):	4

	<ul style="list-style-type: none"> <li>• Merging Tables</li> <li>• Linking Sheets</li> <li>• Charts &amp; Presentation</li> <li>• Statistics</li> </ul>	
7/7	Excel	
7/8	SQL Joins(543-544)	4
7/9	Database Design (514-518)	4
7/13	Access (507-513) <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Queries</li> </ul> XML in Excel and Access (609-613)	5
7/14	Access Complex Queries (519-523) XHTML (555-576)	5
7/15	Creating a Database (526-530) <ul style="list-style-type: none"> <li>• Tables</li> <li>• Table Relationships</li> </ul>	5
7/16	Security & Privacy (139-174)	5