

# SYLLABUS

## 06K:070:SCA Computer Analysis

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**Office Hours:** TBA

### ***Course Description:***

This course is comprised of two areas, lecture (the first half of class) and lab (the second half of class). In the lectures a broad introduction to computer systems and their use in business will be presented.

In the lab portion of class we will work primarily with the Microsoft Office 2007 suite of applications. Through the tutorials and projects the goal is to achieve solid skills using Word (a word processor), Excel (a spreadsheet program), Access (a database program), Expression Web (a Web page editor). Additionally, other software will be used like Microsoft PowerPoint and Internet applications; such as, Web browsers and file transfer programs. Programming concepts will also be addressed to give the student an understanding of how applications work.

### ***Text/Materials/Web:***

Recommended Text: *Discovering Computers Fundamentals 2010* by Shelly/Vermaat

Required Text: Pearson Custom Program for CIS

Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material.

### ***Teaching Methods:***

1. Lectures: Important material from the *Discovering Computers* text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
2. Assignments: End of chapter activities and other activities will be assigned weekly to reinforce material in the texts. These assignments may require the application of various software packages.
3. Quizzes: Quizzes will be given to help ensure students stay up with assigned material.
4. Exams: Three exams will be given. The exams will be closed book/notes and will test assigned readings, assignments and material discussed in class. Review sheets will be provided prior to the exam day. The final exam will not be comprehensive in nature. However, the instructor reserves the right to retest on material that was not appropriately comprehended. These items will be noted on exam review sheets.
5. Participation: Student participation will be graded by the level of class participation and attendance.

### ***Grading:***

Total points will be computed as follows. The total points for quizzes, cases, and assignments

may vary.

Exam #1: 20% of grade

Exam #2: 20% of grade

Exam #3: 20% of grade

Assignments & Quizzes: 30% of grade

Participation: 10% of grade

***Attendance:***

The student is responsible for obtaining material distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor during his office hours or other times. Missed or late quizzes cannot be made up under any circumstances but with good cause and adequate notice, an early quiz may be given.

Assignments: All assignments are due at the beginning of class on the date due. Late submission of assignments will be assessed a penalty of 10% per day. No exceptions are made.

***Civility:***

Civility is expected of all class participants at all times both in and out of the classroom. This includes the requirement for students to use discretion regarding Internet content created or displayed while working with fellow class participants. The standard sought is to avoid verbal, visual, or physical content that may be reasonably considered offensive to others. Respect for others is the norm, but should someone perceive that their civility has been disrespected please bring it to your professor's attention and it will be dealt with immediately.

***Academic Dishonesty:***

It is our sincere hope that no student in this class does work which is not his or her own. However, it seems prudent to clarify in advance the policy on cheating. If the Professor determines that a project was not completed solely by the student(s) whose name(s) appears on the grade sheet, the student(s) will receive a score of "0" for the project. If a student is determined to have cheated on an exam or quiz, the student will receive a score of "0" for the exam. A second offense of cheating during the semester will result in an F for the course. All incidents of cheating will be reported to the appropriate Deans (e.g., the Associate Dean for the Undergraduate Program in the College of Business or Liberal Arts) and the student may be placed on disciplinary probation for the remainder of his or her undergraduate work at the University of Iowa. The decision of the Professor may be appealed to the relevant Dean for the Undergraduate Program, the Collegiate Dean, the Dean of Students, and so on in accordance with University Policy. The Honor Code for the Tippie College of Business will determine the appropriate appeal process.

***Disabilities:***

If you have a disability that may require some modification of seating, testing, or any other class requirement; please let the Professor know so that appropriate arrangements can be made. Similarly let the Professor know if you have any emergency medical information about which to be aware, or if you need special arrangements in the event of building evacuation. See the Professor after class hours or schedule an appointment. Assistance is available from the Office of Student Disability Services (3100 Burge Hall;

319-335-1462; [click here](#)). Be sure and fill out appropriate paperwork with this office during the first week of class.

***Sexual Harassment:***

The Tippie College of Business and the University of Iowa are committed to providing students with an environment free from sexual harassment. If you feel that you are being or have been harassed or you are not sure what constitutes sexual harassment, we encourage you to visit the University [website](#), <http://www.sexualharassment.uiowa.edu/index.php>, and to seek assistance from department chairs, the Dean's Office, the University Ombuds Office, or the Office of Equal Opportunity and Diversity.

***Policy Statement:***

This course is given by the Henry B. Tippie College of Business. This means that class policies on matters such as requirements, grading, and sanctions for academic dishonesty are governed by the Tippie College of Business. Students wishing to add or drop this course after the official deadline must receive the approval of the Dean of the Henry B. Tippie College of Business.

***FERPA Statement:***

In order to participate in this class, it may be necessary to reveal to other students the names of students who are enrolled in this course. If you do not want your name revealed to other students, please contact me by the end of the first week of classes.

**Course Outline (Tentative)**

Week	Topic
1	Introduction, Syllabus, Rules
	Chapter 1 & Lab Overview
2	Chapter 2, Word Lab, Word Assignment
3	Chapter 3, Word Lab, Word Assignment, PowerPoint Lab & Assignment
4	Chapter 4, Excel 1 Lab, Excel Assignment
5	Chapter 5/6, Excel 2 Lab, Excel Assignment
6	Exam 1
7	Chapter 7 & Excel 3 Lab, Excel Assignment
8	Chapter 8 & Excel 4 Lab, Excel Assignment
9	Chapter 9 & Excel 5 Lab, Excel Assignment
10	Chapter 10 & Expression Web
11	Exam 2
12	Chapter 11 & Access Lab, Access Assignment
13	Chapter 12 & Access Lab, Access Assignment
14	Chapter 13 & Access Lab, Access Assignment

15	Chapter 14 & Access Lab, Access Assignment
16	Final Exam