

Computer Analysis

6K:070 Italy Spring 2009

Instructor:

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Required Materials:

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| 1) Lecture Book | <i>Discovering Computers 2008 Complete</i> by Shelly, Cashman, Vermaat (ISBN-13: 9 |
| 2) Lab Software | Microsoft's Expression Web and Office 2007 - Word, Excel, Access, WS-FTP-Pro |
| 3) Lab Books | Exploring Microsoft Office 2007 Excel, Word, and Access, Pearson, 2008 by Gra |
| | Expression Web 2007 Comprehensive, Course Technology, 2008 by Jessica Evan |
| 4) Computer | Windows XP or VISTA operating system with access to the Internet World Wide W |
| | (An Apple computer will not work with Expression Web and Access, but could be u |

Course Description:

This course has two distinct components, lecture and lab. The lectures will cover a very broad (but not too deep) introduction to computer systems and their use in business. If this is the only computer course you take, you will leave with a basic literacy of computer concepts. If you are an MIS major, you will be well prepared for upper-level courses, since we will discuss topics like database design, systems analysis, and telecommunications.

In the lab we will work primarily with the Microsoft Office 2007 suite of applications. Through the lab activities and projects the goal is to achieve solid skills using Word (a word processor), Excel (a spreadsheet program), Access (a database program), and Expression Web (a Web page editor). Additionally, other software will be demonstrated like Microsoft PowerPoint & Producer, and Internet applications; such as, Web browsers and file transfer programs and Elluminate, a inter-active classroom web application.

A major outcome of the course is a Web site for a fictional Web-based business. The course projects, which culminate into this web site, center around solving common business problems using the software tools previously mentioned. By the end of the course, you will have many of the technical skills you would need for tool based web development.

Course Procedures & Setup:

In order to succeed in this class, it is very important that you keep up with the work. There is a lot to do in nine class weeks and late deductions will be strictly enforced unless arrangements have been made in advance. Since this is an online course students usually have other work obligations so I try to be flexible within reason. Additionally, exams must be completed in the twenty-four hour period that is designated, again, unless other arrangements have been made in advance.

We will be using three server systems: ICON for course management and exams, Elluminate for class sessions and office hours, and Instruct server for turning in project files. The Distance Education web page at <http://www.continuetolearn.uiowa.edu/ccp/tech-support/illuminate.htm> offers help in getting on the Elluminate server. Once on ICON under Setup Information you will find help for getting setup on these servers.

Lectures are available as video wmv files or audio over PowerPoint slides. Both are available as links under ICON->Content->Lectures. The video lectures were recorded spring 2008 and match the ppt files also available via ICON for download. The audio lectures were recorded a couple of years ago with the 2006 version of the textbook. The material has not changed significantly so which ever method you prefer is acceptable. The video file runs straight through while the audio lecture is coordinated with the slides so it is easier to navigate to a specific slide for review. However, the audio version takes quite a bit longer to download before it will start playing. Students should watch or listen to the lectures during the week designated in the Lecture Schedule on ICON. It is important to keep up on the lectures in order to be ready to take the midterm and final exams. The midterm exam covers chapters 1-7 and the final exam covers chapters 8-14.

Chapter exercises from the lab books will be used to learn the applications. These exercises will be tracked as completed or not completed and points award simply for completing them. However, at the end of each of the four lab units a Project separate from the lab books created by the instructor will be assigned. These Projects will be graded in detail in order to assess competency and to provide further opportunity for the student to apply the learned skills.

Detailed information on these activities will be provided on ICON. It is the students responsibility to regularly check ICON and Elluminate sessions for directions regarding all work.

Communication & Infrastructure:

On the first day of class I will go over class procedures and information. You will need a speaker on your computer in order to participate and a microphone in order to speak with me. A microphone is optional, since you can type questions; however, it will help significantly if you want to discuss a situation. A microphone can be purchased at an electronics store for \$10 to \$15 in the USA. Before this first session I ask that you get on Elluminate and ensure that your microphone and speakers are working. You can go to the following web page, <http://www.elluminate.com/support/>, and join the Configuration Room to verify that you have successfully setup Elluminate access on your computer. Once setup you will not have to do this again. To join one of my Elluminate sessions go to <https://globalcampus.uiowa.edu> and look for a meeting for **6K:070 Italy Computer Analysis**. I will not put any passwords on our meetings, simply click the link and your computer will proceed with joining to the session once the time has arrived for the session to begin.

Every Monday that classes are scheduled from 5-7 pm will be a required online Elluminate session. I will answer questions regarding the course and do some demonstration to assist in completion of the projects. Every Wednesday that classes are scheduled from 5-7 pm I will hold optional office hours. I will stay online as long as students are present. If no student is present, I will wait 15 minutes and then leave. All Elluminate sessions will be recorded and made available via a link from ICON. If you have questions not addressed in class, you should participate in my office hours session. It is very difficult to answer *"how to do something in an application"* question via email, so please avoid this. However, lecture questions, instruction clarification, etc. I will handle via email as well as Elluminate sessions. During the Elluminate session I will be able to show you how to do something in an application. Before emailing me a question you should watch a recorded Elluminate session if you missed because I will simply refer you to the session if I already have answered that question.

Another mechanism for handling questions is the Discussion Board on ICON. Any course participant can start a thread or respond to an existing thread. By using this method instead of emailing me other students can benefit. I will check the Discussion Board Monday-Friday to give responses at least twice a day. I will do the same with email. I will not check either one on Sunday and may or may not on Saturday.

If you need to speak with me, you can call me at my office at (319) 353-2230. Note that I am seven hours behind you, so I will be at this number MTWTH beginning 4-11 pm your time. However, you can leave me a voice message and phone number and I will call you back.

Course Work:

1) Exams

The midterm and final exams will cover the lectures and the readings. No notes or other reference materials are allowed during the exams. They are closed exams. Any student using references during an exam (including the work of another student) will receive a score of zero for the exam. The final will be cumulative in the sense that the material builds on itself, however, the questions will primarily cover material from the second half of the course. Use of calculators is allowed for both exams. The exams consist of Multiple Choice questions and will be taken online via MyITLab software. Exams will be available for twenty-four hour period and will be timed. The software will cut you off when the time has expired. Additionally, if you attempt to leave the application after starting the exam, it will abort and you will receive a zero. You can only take the exam once. This is the same software used for the Lab work so note relevant information about the software mentioned there.

Midterm Exam: Wednesday, March 4, 2009, completed by midnight

Final Exam: Friday, April 17, 2009, completed by midnight

2) Lab Work

As stated above, the primary means for learning how to use the applications -- Word, Expression Web, Excel, and Access -- is the completion of chapter tutorials from the lab books. The Lab Schedule lists when the lab chapters are assigned. The files created from completing a chapter are to be compressed into a single zip file and turned in via the ICON dropbox. Assigned chapters are always due the following Sunday evening at midnight. Only the chapter exercise is to be completed, not the Hands-On Exercises, Practice Exercises, or Mini Cases at the end. Needed files to complete the chapter work are available in the CD which comes with your Lab book for Word, Excel and Access; the files needed for Expression Web tutorials are posted on the ICON website.

3) Projects

Four projects will be completed, one for each unit -- Word, Expression Web, Excel, and Access. The first project is a simple personal web site created with Word; the second is a more complex web site using a template and Cascading Style Sheet for formatting created using Expression Web; the third is an Excel workbook where data is formatted and analyzed; the fourth is an Access database with queries, forms, and reports plus the database will be incorporated to work with your web site completed in the Expression Web unit. Detailed project requirements and data files will be made available on the course management web site, ICON. All projects are due by 6:00 PM on the date specified on ICON. Word and Expression Web projects are to be turned in electronically on the Instruct server in the manner demonstrated. The Excel and Access project files are to be turned in via an ICON dropbox. Additionally, a gradesheet is to be uploaded to the appropriate dropbox on ICON for each project. Late projects will be penalized 10% for each 24-hour period past the deadline. Both the time and date stamp on the dropbox file as well as the files on Instruct will be checked. It is *strongly* recommended that you maintain a backup of all your work on your own USB drive in case you have local hard disk problems.

4) Lectures

The lectures have been prerecorded and are available via a streaming media server in either audio or video format. A hyperlink to each lecture is available from the course management web site. An audio lecture includes a voice over with a PowerPoint visual traversal. The lectures were created using Microsoft Producer. This format allows you to jump to parts of the lecture to re-listen as

needed. It takes around three minutes for a lecture to load over a LAN connection and probably at least fifteen minutes over a 56K phone line modem connection, so be patient. The video file is wmv and will start playing sooner than the audio, but does not have the traversal capability. A separate Lecture Schedule file on ICON designates when each lecture should be watched. It is your responsibility to watch these in a timely manner and contact me as needed with any questions. Other example videos or files may be available for each chapter as well as on ICON under Lectures. Students should look over this material immediately following the associated lecture. The PowerPoint files are also available as a separate link for your review. The midterm and final exams primarily cover lecture material. Note, if you plan to listen to these in the computer lab, you will need headphones.

Grading:

1) Points

Points will be assigned to students according to the following schedule. Note, students are responsible for verifying that points are accurately reported on the course management web site, ICON. For example, if an activity was completed, but no score reported, the student must bring this to my attention. Or if a score is contested, the student should immediately bring this to my attention. Two weeks after points are posted for an activity, the scores will be frozen, so no point adjustments are made after this.

Item	Number	Points	Total	Percent
Midterm	1	150	150	15%
Final	1	200	200	20%
Word Project	1	50	50	5%
Expression Web Project	1	100	100	10%
Excel Project	1	100	100	10%
Access Project	1	100	100	10%
Lab Unit Work	4	75	300	30%

2) Adjustments

Midterm and final exam grades will be scaled based on the highest score attained in the class. For instance, if you earn 175 points on the final, and the top score in the class is 195, your adjusted score will be $(175/195)*200 = 179.49$. Scores will be rounded to the nearest one hundredth of a point. The grade posted on ICON will reflect the calculated scaled score. A flat point adjustment may occur if this doesn't bring the class average to an acceptable level.

3) Final Grade

Final letter grades will be based strictly on percentage of total points. Since the total possible points for the semester is 1000 points, someone with 776.8 points has 77.68%. See table below for grade based on percentage achieved:

Grade	Percent
A+	97.5-100
A	93.0-97.49
A-	90.0-92.9

B+	87.0-89.9
B	83.0-86.9
B-	80.0-82.9
C+	77.0-79.9
C	73.0-76.9
C-	70.0-72.9
D+	67.0-69.9
D	63.0-66.9
D-	60.0-62.9
F	0.0-59.9

No thresholds will be adjusted at the end of the semester. Letter grades will be changed only in cases where I make a mistake in posting or computing the grade.

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 TA or the Professor's attention and it will be dealt with immediately. For the first offense students will be given a warning, for a second offense student's will receive a 100 point deduction and the information will be submitted to the appropriate Deans (e.g., the Associate Dean for the Undergraduate Program in the College of Business or Liberal Arts).

Academic Misconduct :

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 Teaching Assistant and the Professor determine 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 academic misconduct during the semester will result in an F for the course.

All incidents of academic misconduct 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 College of Business' Judicial Board and then to the Associate Dean for the Undergraduate Program. The Honor Code for the Tippie College of Business will determine the appropriate appeal process ([click here](#) for the Tippie College of Business Honor Code).

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.

Additional Policies:

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 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. Decisions regarding excused or unexcused absences will follow the Tippie College of Business guidelines, which can be found at [guidelines for absences](#). Note, that some of these fall outside of the university requirements.

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](#) and to seek assistance from department chairs, the Deans Office, the University Ombudsman Office, or the Office of Equal Opportunity and Diversity.

All students enrolled in classes under the control of the Tippie College of Business must signify agreement with an Honor Pledge on all examinations. The pledge will read as follows: *I have neither given nor received assistance on this exam.* Therefore, this statement will be pre-printed on the front of all exams and students must sign their name below acknowledging this to be true.

Below is a portion of the university's new student record's policy, which applies for this course:

Students taking collaborative courses that require the use of a course management system like ICON (powered by Desire2Learn), WebCT, or Blackboard may be asked to share their name and e-mail address with fellow classmates in order to facilitate electronic interaction. The University will manage the exchange of e-mail address information for such courses even for a student who has placed a block on directory information. A student who declines to authorize the release of information necessary to facilitate electronic interaction may not be eligible to complete the course. Before enrolling in a course, students are encouraged to determine whether the course utilizes a course management system.