MISSION STATEMENT: The School of Business prepares a diverse student body for successful careers by offering high-quality professional business programs in a student-centered learning environment. As a teaching institution enriched by management practice-related and pedagogical scholarship and service, the School primarily serves undergraduate students while offering strategically-focused graduate programs.

COURSE NO. AND TITLE: IS 113 – Introduction to Microcomputer Applications – Lecture
IS 110 – Micro-Computer Application Lab – Lab

MEETING TIMES:
Lectures: All Lectures are on Mondays in CH418
IS 113 A – 9:00 am to 9:50 am  Greg Schymik
IS 113 B – 12:00 pm to 12:50 pm  Greg Schymik

Labs: All Labs meet in CH320
IS 110 A – Wed & Fri – 8:00 am to 8:50 am  Erin Hoag
IS 110 B – Wed & Fri – 9:00 am to 9:50 am  Erin Hoag
IS 110 C – Wed & Fri – 10:00 am to 10:50 am  Liz Zhang
IS 110 D – Wed & Fri – 11:00 am to 11:50 am  Calvin Bruner
IS 110 E – Wed & Fri – 12:00 pm to 12:50 pm  Hamzah Firman

LOCATION: Lecture – Cremer Hall 418
          Labs – Cremer Hall 320

PREREQUISITES: Concurrent enrollment (IS110 and IS113)
INSTRUCTOR: Greg Schymik
OFFICE: Cremer Hall 111
TELEPHONE: (620) 341-5680
EMAIL: gschymik@emporia.edu
OFFICE HOURS: M 10-11am, 1-2pm
              T/Th 3:30-5:00pm, or by appointment

REQUIRED TEXT:

- Custom textbook based on *Exploring Microsoft Office 2010, Volume 1* by Grauer, et al. Published by Pearson. **This book is required for this course.**
- This course also requires the purchase of an access code for the MyITLab online environment. This online environment will be used throughout the course for labs, homework, and exams. Note: if the bookstores run out of these registration cards, they can be purchased online at the MyITLab site listed below.
- THERE IS AN ELECTRONIC TEXT OPTION FOR THE COURSE available via [www.myitlab.com](http://www.myitlab.com) (you can register for the course and purchase the myitlab for Exploring Microsoft Office 2010 + etext option).
COURSE WEBSITES:
- MyITLab: www.myitlab.com
- Blackboard: http://elearning.emporia.edu/

SUPPLEMENTAL MATERIALS:
- You will need a way to save class files on your own media. It is recommended that students purchase and use a 128MB or larger USB flash memory drive.

COURSE DESCRIPTION:
This three credit hour course is delivered with a one-hour lecture (IS 113) and two one-hour lab sessions (IS 110). The lectures and labs are coordinated with all course credit deriving from the lecture portion of the course.

IS110 – This course is designed to help students learn technology concepts and essential business applications through a combination lecture and hands-on lab setting. Students will develop proficiency in Microsoft Office 2010. Students will apply business logic and software expertise to solve real world business problems. For most lab sessions, each session will start out with a brief demonstration of the important topics to be covered in the labs then the students will be expected to spend the remainder of the lab time completing the labs from the textbook.

IS113 - This course is designed to help students learn basic computer concepts and microcomputer applications in the Microsoft Windows environment. Each lecture will touch on important concepts to be put into practice in the IS110 labs and will discuss typical and advanced uses of the tools in real-world environments.

COURSE OBJECTIVES:
1. To prepare you to effectively utilize information technology.
2. To provide you with an opportunity for hands-on computer usage.
3. To allow you to develop a useful level of computer competence.
4. To provide you with the opportunity to develop knowledge of the types of applications commonly used to support business operations.
5. To prepare you for your career in business.

Microsoft Office is a family of business applications widely used in the business world. This course will enable you to develop technology competence in some of the applications of Microsoft Word, PowerPoint, Excel and Access. This knowledge will be a foundation for future business courses and success in your career.
TEST-OUT POLICY:
A test-out is available for this course. Test-out sessions will be held in CH320. Individuals interested in the test-out need to plan on attending one of the following (3) test-out sessions:
- Tuesday, Jan. 10, 3-5pm
- Wednesday, Jan. 11, 3-5pm
- Friday Jan. 13 3-5pm

If you are unable to attend any of these sessions, please make alternative arrangements directly with your professor. You must notify your professor, in advance of the session you wish to attend, of your intention to attend a session as seating is limited. Walk-ins will be welcomed on a first come, first-served basis as long as seats are available. Seats reserved in advance will be held until the start time for the exam and then released to walk-ins.

Students will use the MyITLab simulation environment for assessing their proficiency. Students are not required to purchase any special materials for this test-out. Students need to score 80% or higher on the exam (university policy) to test out of IS113/110. The exam will take approximately 2 hours and the content covers Windows 7; and Excel, Access, Word, and PowerPoint from Microsoft Office 2010.

COURSE EVALUATION PROCESS/ASSIGNMENT OF GRADES:
The evaluation will be based upon the percentage of total points obtained from labs, assignments, examinations, and projects.

The grading scale will consist of total points earned:
- 90 - 100% of total points = A
- 80 - 89.99% of total points = B
- 70 - 79.99% of total points = C
- 60 - 69.99% of total points = D
- 0 - 59.99% of total points = F

NOTE: plus and minus grading WILL NOT be utilized.

Your final grade will be a weighted average of the points you’ve earned based on the following breakdown:

1. Exam – Word 10%
2. Exam – Excel 10%
3. Exam – Access 10%
4. Exam – PowerPoint 10%
5. Quizzes 10%
6. In-Class Exercises from textbook 10%
7. Homework Problems 15%
8. MyITLab Training Lessons 5%
9. Participation/Attendance/Behavior 5%
10. Final Comprehensive Exam 15%

Total 100%
EXAMS:
The exams for each section will be administered during lab sessions and will be taken through MyITLab. With the exception of the Powerpoint exam, the exams will be purely practical in nature and will administered in the MyITLab simulation environment. The Powerpoint exam will consist of both a practical and theoretical (T/F, Multiple Choice, etc.) portion. These exams will only be available during your assigned class time. Attendance is therefore required in order to complete the exams. You must be present in the lab to take the exam. Consideration of a makeup exam will only be undertaken – at the professor’s discretion – if notified prior to the exam (or if unusual circumstances prevent prior notification).

QUIZZES:
5 quizzes will be given throughout the semester. The quizzes will cover assigned reading material for each chapter and topics covered in lectures (note that not all material in the lectures will be from the book and not all material in the book will be covered in lectures so completing the reading assignments and attending lectures is highly recommended). These quizzes will be administered via MyITLab. Students will be given two attempts to complete each quiz outside of the classroom. The highest score achieved will be used for the quiz grade. Quizzes will be made available in MyITLab for several days before the due date.

IN-CLASS EXERCISES:
Exercises will be assigned during labs – and expected to be completed during the labs – in order to allow the student to gain experience with the skills being taught in each chapter of the book. These assignments will be submitted to MyITLab for grading and students will receive almost immediate feedback on their performance. Students will be given the opportunity to correct mistakes made in the assignments and resubmit them so they can achieve maximum points. These exercises are due to be submitted online to MyITLab by 11:59pm on the due date. No late submissions will be accepted unless there are unusual circumstances or previous arrangements have been made with the instructor.

HOMEWORK PROBLEMS:
Homework problems will be assigned on a weekly basis. These assignments will be submitted via MyITLab and students will receive almost immediate feedback (on most assignments) from the system as to their scores on the assignment. These assignments will be similar in content to what was practiced in the lab exercises so it is important to complete the lab exercises prior to attempting the homework problems to ensure that the student is capable of completing the homework assignments. Two attempts will be allowed for each homework assignment. Assignment submissions will be online to MyITLab by 11:59 pm on the due dates unless otherwise specified. Do not be caught trying to complete your assignments at 11:30 pm. Murphy’s Law of Computers will likely apply and “something” will happen that keeps you from submitting your assignment. Late submissions will be allowed for one week after the original due date, but will incur a 25% penalty. It is to your advantage to turn your assignments in early or on time. Work that is over 1 week late will not be accepted unless there are unusual circumstances or previous arrangements have been made with the instructor. It is strongly recommended that students check their grades periodically in MyITLab to ensure accuracy.
MyITLab TRAINING SESSIONS:
Additional online guided practice sessions will be assigned for each of the four applications (essentially one for each chapter of the book). These are assigned to be completed a few days prior to the exams for each application with the intention of providing more practice for the skills needed for the exams. If you score well enough to pass (70% or better), you will be given full “completion” points for the assignment. If you attempt a session but do not pass, you will receive no credit. You will be allowed to correct mistakes during the sessions. Late submissions will not be accepted.

LEARNING STYLE:
Using a computer with business software well can be like a musical instrument. What does it take to learn to play a musical instrument well? You can read books, listen to lectures and watch someone demonstrate. But, the real learning takes place by picking up an instrument and playing a lot of wrong notes while receiving detailed feedback from the instructor. There is no substitute for hands-on practice time with the software.

Although we will try our best to provide interesting discussions, the most effective learning is going to take place as you put the concepts into action. This means reading the chapters and putting focused effort into completing assignments in the lab (not just clicking through the instructions,) experimenting outside of class, tinkering with technology, and being curious in general. This is going to require interest, effort and pure determination on your part. Your learning will be proportionate to how much effort you choose to invest in this course.

ATTENDANCE AND LATENESS POLICY:
Attending class regularly and arriving on time are essential to success in this class. If your other commitments interfere with attendance, you should consider postponing enrollment until you can attend class regularly. Arriving on time is important because late arrival distracts the entire class and reduces what you learn in that session. Attendance in lecture and lab is worth 5% of your course grade.

If you are absent from class, it is your responsibility to find out what has been covered in class from your classmates. After you have made a conscientious effort to understand what was missed, we will be glad to discuss any questions you may have.

ACADEMIC DISHONESTY:
Academic dishonesty, a basis for disciplinary action, includes but is not limited to activities such as cheating and plagiarism (presenting as one’s own the intellectual or creative accomplishments of another without giving credit to the source or sources).

The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question, or for any components or requirements for that course. Departments, schools, and colleges may have provisions for more severe penalties. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university.
Cheating and plagiarism will not be tolerated. You are encouraged to share your knowledge and experience with your fellow students; however, the final product of exams and assessments are meant to be individual efforts and those that are not may be punished by failure (score of zero) on that assignment and referral to the appropriate University offices.

In this course, this means that you can share ideas but not files! The MyITLab system has several means of identifying academic dishonesty.

Simply stated: do your own work or risk failing the class.

CLASSROOM PROTOCOL:
Professional conduct in all course activities is an absolute requirement. Students are expected to show consideration for classmates and the instructor. Students are also expected to listen when the instructor is talking and participate in class discussions when appropriate.

All electronic devices such as mobile phones, pagers, PDAs, IPODs, etc. must be turned off or set to silent mode during class meetings. It is not acceptable to make any use of these items during the class period.

When in the lab, the computers are to be used for relevant academic purposes. This means students should not be checking personal email, chatting with friends, or be posting on facebook or doing other potentially distracting activities during the lecture time.

Snacks and drinks are not allowed in the computer lab, and should be stowed in your backpack or else left at the front of the room.

We will generally give a warning about your conduct. The instructor may deduct points from your total for the semester for inappropriate behavior.

COURSE COMMUNICATIONS:
This is a course being offered by the business school. You are expected, therefore, to behave professionally (as noted above) and to communicate professionally. Emails to the professor or graduate assistants (GAs) should be written in a professional manner with a greeting, a clearly written content section, and an appropriate closing. As you move forward in your careers, your communications will leave an impression on those with whom you work. Those impressions may impact your ability to advance in your chosen profession. You should strive to communicate professionally and appropriately with everyone you encounter in your career (your career starts in school) in order to leave the proper impressions.

Please include IS113 in the subject line of any emails sent to the professor or GAs.

DISABLED STUDENT POLICY:
Emporia State University will make reasonable accommodations for persons with documented
disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, Disability Services, and the professor will be strictly confidential.

Disability Office Contact Information:
Office of Disability Services and Non-Traditional Student Programs
Room 211 S. Morse Hall
620/341-6637 Voice, 620/341-6646 TTY
disabser@emporia.edu.

WITHDRAWAL POLICY:
Students who decide to withdraw and receive an automatic “W” must complete the formal withdrawal procedure by **Wednesday, March 28th.**

Course Outline:
The following is a general course outline of what we will be covering this semester. This outline is subject to change at the discretion of the instructor. Please see the course schedule document on the course website for official course schedule and due dates. Any changes will be announced in class and will be tracked on the course schedule document available on the course website.

- Weeks 1-5 – Windows7 concepts, Office2010 common features, Word2010 (chs. 1-3)
- Weeks 5-9 – Excel2010 (chs. 1-4)
- Weeks 10-15 – Access2010 (chs. 1-4)
- Weeks 16-17 – Powerpoint2010 (chs. 1-2)

The professor reserves the right to change the syllabus at any time during the semester. Students will be informed as quickly as reasonably possible of any such changes.