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| Information Systems Department |  | **Office Hours:** By Appointment Only |
| Sam M. Walton College of BusinessFayetteville, Arkansas |  |  |
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**Fall 2015**

**(August 24, 2015 – December 18, 2015)**

**ISYS 1123**

**Business Application Knowledge**

**On-Line Course**

# Course Description:

An introduction to computer literacy using business application software: email; Internet; word processing; spreadsheets; presentation; database; collaborative/groupware; and integration of computer applications. This course introduces the student to computer Concepts and Microsoft Office - Word, Excel, Access, and PowerPoint. The student will learn to use Microsoft Office to manage finances, work with formulas, charts and graphics, and the development of professional worksheets and presentations. Students learn business computing through appropriate self-paced, computer-based instruction. *Non-degree credit for business students; may be used to fulfill WCOB 1120 degree requirement.*

# Student Learning Outcomes

* Define concepts, conventions, and terminology associated with the current computing technology used in business
* Cite the commonly accepted characteristics of professional etiquette in business communications.
* Demonstrate effective use of **Blackboard**
* Demonstrate fundamentals of file management & apply basic knowledge of working with **Microsoft Windows**
* Employ selected **Microsoft Office** applications in business settings (**Microsoft Word**, **Excel**, and **PowerPoint**)
* Use the **Internet** and demonstrate its use in business research
* Assemble and apply various computer technologies to ensure success personally and professionally
* Prepare professional documents, electronic spreadsheets, databases, and presentations as needed in business environments



**Provided Resource: (No additional purchase required)**

# ****SAM 2013 Assessment, Training, and Projects w/MindTap Instant Access Code.**** Shaffer/Carey/Parsons/Oja/Finnegan.

This resource is provided to you by the university. You are not required to purchase it. You will be provided with the instructions to access your resources. **Optional MOS Certification Voucher Purchase:**

If you are interested in the completion of the Microsoft Office Specialist (MOS) Certifications (excellent addition to your resume and future employability skill set), you may purchase exam Certiport vouchers from the bookstore or online at <http://www.cengagebrain.com/course/1-23NGEOT>. All testing must be completed at a Certiport testing center. Further information can be found on the course Blackboard.

Those interested in taking the MOS certifications can contact Brittany Bright, bbright@walton.uark.edu, at the end of the semester to request complimentary online access to MOS Certification preparation materials. Further instructions for accessing materials will be provided at that time.

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| **MOS Certification Paper Exam Voucher:*****(Note: This is available in the campus bookstore - it is a printed card and not an online purchase. Use the website provided above for an online purchase. )*** | **ISBN:** 1-4239-2451-7 |

# Communication between Administrator/Coaches and Student:

We will be using Blackboard and its features for communication in this on-line course. Blackboard allows for the posting of announcements, assignments, grades, sending email, group discussions, and virtual office hours. The website address is <http://learn.uark.edu>. It will be each student’s responsibility to check the blackboard page for news and/or announcements, as well as any changes and/or additions to the tentative schedule. This webpage and e-mail will be used extensively throughout the session as our “communication tool.”

## Blackboard & Collaborate Support

If you have any questions about **Blackboard** contact Blackboard Support: 479.575.6804. The hours are:

* Mon - Thurs 7 am – 10 pm
* Friday: 7 am – 5 pm
* Saturday: 11 am – 4 pm
* Sunday 6 pm – 11 pm

You can also contact Blackboard support by emailing bbhelp@uark.edu.

### After-Hours Support

If Blackboard is not responding, or there are problems with the system after business hours, please call 479.575.2904. The appropriate personnel will be notified.

## Course Content Support

If you have any questions about the course content (assignments, deadlines, etc), please contact your instructor, Erica Holliday. You can contact your instructor at EHolliday@walton.uark.edu or 479-575-4557. Email will receive the quickest response. I will respond to emails within 48 hours (business days). Do not email me 1 hour prior to your assignment deadline & expect a response in time to resolve an issue (and an extension will not be provided when you do so).

# Hardware/Software Requirements

*Course Software Requirements*

ISYS 1123 will **require that you have Microsoft Office 2013 for completion of class projects**. Prior versions of Microsoft Office will not have all of the features and options needed. Mac 2011 is not fully compatible with the assignment features in this course**. If you have a Mac, then it will be your responsibility to make arrangements to use a PC (either on or off campus).** The required version of MS Office is not available for the Mac and it is not fully compatible with the testing site used for this course due to flash incompatibilities. ***It is at the student’s own risk if a Mac is used.***

**VLab Option for Office 2013 Access & Mac Users**

The university has a virtual lab that you as a student have access to called VLab.  You can login to VLab by going to <http://vlab.uark.edu/>.  Follow the on-screen instructions for logging in to gain access to Office 2013.  **While this may be used for projects and quizzes, you will need to seek an alternate computer option for completion of the proctored midterm and final exam.** If you choose to disregard the recommendation not to use a Mac, and experience issues such as not being able to type, not being able to right click, or the flash in your browser crashing during your exams...you will not receive points to make up for this.

In order to accommodate online exam proctoring, you must also have access to a webcam. There are a few computers in the library, the Union computer lab, and the Student Technology Center (STU) that will provide alternative options if needed. Refer to the Resources link on the course Blackboard for more information on availability of these resources.

## Blackboard Requirements

If your computer does not have the proper hardware, Blackboard may run slowly or many not run at all. Prior to using Blackboard on your computer, compare your current system configuration with the system requirements below.

For more assistance, refer to the Blackboard [Support Checklist](http://techarticles.uark.edu/support_checklist/).

Blackboard occasionally schedules “down time”; users will be notified in advance through a system-wide announcement so schedule your online work accordingly. If you are experiencing difficulties with the operation or navigation of Blackboard you can visit the [UA Blackboard Help web site](http://bbsupport.uark.edu/).

# Etiquette Policy

Remember you are in a college level course, so you are expected to approach all assignments in a professional and intelligent manner. This means in all communications (via email, blog posts, wiki activity, etc) you should:

* Use correct spelling and grammar
* Avoid use of emoticons
* Avoid use of net abbreviations (LOL, idk, etc)
* Avoid the use of slang (sup!, that’s cool!, etc)

When posting comments on other people’s work in blogs, wikis, or peer reviews keep your tone positive and encouraging. Use terms like “I think” or “I believe”, “such and such would be better” instead of “you should” or “you need to” “change such and such.” It is recommended that you review the [Code of Student Life from the Student Handbook](http://handbook.uark.edu/codeofstudentlife.php).

# Academic Integrity Policy

There is absolutely **NO Tolerance** for cheating. I am steadfast to the principle of academic honesty and I expect each student to maintain a high standard of academic integrity. I will not and do not tolerate cheating. My pledge to you is to provide a learning environment that is conducive to academic honesty in and out of the classroom. I support the University of Arkansas’ policy on academic dishonesty (*University of Arkansas: Undergraduate Studies Catalog.*) I will investigate any and all forms of academic dishonesty.

As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals through programs of study and research in an environment that promotes freedom of inquiry and academic responsibility. Accomplishing this mission is only possible when intellectual honesty and individual integrity prevail.

Each University of Arkansas student is required to be familiar with and abide by the University’s ‘Academic Integrity Policy’ which may be found at <http://provost.uark.edu/> Students with questions about how these policies apply to a particular course or assignment should immediately contact their instructor.

In any event, *all grade sanctions* must be reported to the ***Office of Community Standards and Student Ethics (OCSSE),*** which may decide to take further action such as expulsion from the University of Arkansas.

Academic dishonesty involves acts that may subvert or compromise the integrity of the educational process at the University of Arkansas. Included is an act by which a student gains or attempts to gain an academic advantage for himself or herself or another by misrepresenting his or her or another's work or by interfering with the completion, submission, or evaluation of work. These include, but are not limited to, accomplishing or attempting any of the following acts as stated by the Catalog of Studies that relate to this course:

* Using any materials that are not authorized by the instructor for use during an examination.
* Copying from another student's computer/paper during an examination.
* Collaborating during an examination with any other person by giving or receiving information without specific permission of the instructor.
* Stealing, buying, or otherwise obtaining information about an examination not yet administered.
* Collaborating on laboratory work, take-home examinations, homework, or other assigned work when instructed to work independently.
* Substituting for another person or permitting any other person to substitute for oneself to take an examination.
* Sabotaging of another student's work.
* Falsifying or committing forgery on any University form or document.
* Committing any willful act of dishonesty that interferes with the operation of the academic process.
* Facilitating or aiding in any act of academic dishonesty

Application of the Academic Honesty Policy, as stated at <http://provost.uark.edu/> will be fully adhered to in this course. Academic dishonesty involves any act, which may subvert or compromise academic integrity or the integrity of the University’s ‘Academic Integrity Policy’. Also, be sure to view Provost Gaber’s video on Academic Integrity for students here at the University of Arkansas.

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| Watch Video | **WATCH VIDEO**Academic Integrity for StudentsDuration: (3:43)User: universityarkansas – Added: 8/16/12YouTubeURL: [http://www.youtube.com/watch?v=LpjVjJWpb8w](http://www.youtube.com/watch?v=LpjVjJWpb8w%20%20)   |

***Accommodations:***

University of Arkansas Academic Policy Series 1520.10 requires that students with disabilities are provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact me privately at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through the Center for Educational Access (contact 479–575–3104 or visit http://cea.uark.edu for more information on registration procedures). CEA can also be contacted via email at ada@uark.edu.

Students are responsible for requesting accommodations from the Center for Educational Access (CEA), who will then notify your instructor. The Walton College policy is that any student must also request testing accommodations from their instructor. Schedule a meeting with me in my office to discuss necessary arrangements, as needed.

# Academic Support

For those struggling in any academic area, the University offers support services which can be located at the [Academic Support website](http://www.uark.edu/academics/academic-support.php).

***Equal Treatment for All:***

The University Catalog reprints the Campus Council Statement on Discrimination. In the spring of 1983, the Campus Council adopted a statement on equal treatment, amended in fall 1991: “The Campus Council of the University of Arkansas, Fayetteville, **does not condone discriminatory treatment of students or staff on the basis of age, disability, ethnic origin, marital status, race, religious commitment, sex, or sexual orientation in any of the activities conducted on this campus. Members of the faculty are requested to be sensitive to this issue, when, for example, presenting lecture material, assigning seating within the classroom, selecting groups for laboratory experiments, and assigning student work. The University faculty, administration, and staff are committed to providing an equal educational opportunity to all students.”**

# Inclement Weather Policy

In case of inclement weather or technological problems that prevent the University from providing access to course materials, you may contact the instructor via email or given phone numbers. In addition, the instructor will notify students as soon as possible in such instances and provide instructions on how the course will proceed.

***Attendance Policy:***

This is a self-directed course so you will be responsible for the completion of learning simulations, assignments, and assessments as instructed. My best advice to you is to stay caught up on materials and to work as if you were meeting face-to-face**. Each module will have a deadline**. You will be required to keep contact with your instructor or assigned coaches on a weekly basis. Any questions you may have will be addressed via email or collaborate sessions within Blackboard.

**Weekly Collaboration Session**

You will be required to attend a weekly collaborate session with your assigned coach. Collaborate sessions will be available weekly (starting in week 3). You will be responsible for signing up for an available session that fits your schedule during week 2. This 15-20 minute session will allow for questions and answers and additional assistance with problems. You will be instructed to sign up for an available time that you will attend online each week in Blackboard Collaborate (more information will be available on times and accessing Blackboard Collaborate during week 2 of the course).

# Late Work Policy

While this is a self-directed online course, it is expected of you to stay active within the course and not submit all work at the last minute. **Any assignments given a specific deadline will not be accepted as late without a pre-approved university excused absence preventing completion of assignments for the week**. The student will not receive credit for assignments or exams attempted after the given deadline. No make-up or extra credit assignments will be offered to meet course requirements. **No extensions will be provided due to issues with assignments attempted at the last minute.** Do not procrastinate assignments.

Please note that personal technical issues (i.e. computer crashes or lack of knowledge of Blackboard) are considered to be the responsibility of the student and will not excuse the student from assignments or other course responsibilities. While we will do our best to provide technical assistance, it is highly recommended that the student develop a local back-up plan to assist in the event that technical difficulties are experienced during the course. **You will NOT be provided deadline extensions in the event you waited until the last minute and experience a personal technical issue.**

# Grading

This on-line course will be composed of discussion/participation, assignment, and quiz/exam components. Each of these portions will constitute your grade.

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| **Grading Scale** |  | **Weighted Categories** |
| **ABC** | **89.5-10079.5 – 89.469.5-79.4** | **Discussion/Participation (Discussions, Blogs, & Coach Sessions)** | **10%** |  |
| **D** | **59.5-69.4** | **Projects** | **30%** |  |
| **F** | **59.4 & Below** | **Exams & Quizzes** | **60%** |  |

**Your final grade for this course is a weighted average.** Missing assignments will significantly impact your grade. All assignments are expected to be submitted by the posted deadlines and will not be accepted late. Additionally, no extra credit will be provided to make up for missing points.

**Note:** *The method for calculating your weighted average will be taught in the course; however, any miscalculations by the student are his/her responsibility and will not reflect your submitted grade for the course.*

Below is a *tentative* breakdown of the points for this course.

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| **Discussions/Participation** | 115 points |
| **Projects** | 815 points |
| **Exams/Quizzes** | 355 points |
| **Total** | 1285 points |

***Disclaimer:***

The instructor may deviate from the schedule and/or make changes to the syllabus. Changes from the schedule/syllabus/points will be announced on blackboard, and via e-mail.