

IS 295
Intermediate Business Applications
SPRING 2017
ITE 469 (Thursdays, 4:30pm)

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Office Hours: Before or after class by appointment

Required Text: Cram, Carol. (2016), Illustrated Microsoft Office 365 & Office 2016 Projects.

Publisher: Cengage Learning; 1 edition (February, 2016)

ISBN-10: 1-305-87868-X

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Course Description: IS 295 is a course designed primarily for students with little or no background in application programming. The course will briefly review basic Microsoft Office 2016 (Word, Excel, PowerPoint and Access) terminologies and expand the student's ability to utilize these application programs in various local and online work-related cases.

Course Objective: The main objective of the course is to give the student enough exposure to various application programming software so that he/she feels confident in their ability to appropriately incorporate these programs into local and online work situations.

Course Requirements:

- A. Home/class assignments will be assigned throughout the semester. These will take the form of an exercise done using one of the application programs, the result of which will be submitted via the Blackboard Assignments function. **NO** late assignments will be accepted without prior notification to the instructor.
- B. Exams will test the student's understanding of concepts, terminology and specific commands for each application.
- C. An independent project will be assigned for Microsoft Excel and Microsoft Access. Projects are due **BEFORE** the start of the class on which they are due. Projects turned in after this time will receive a 10% grade reduction for each day (not class) that they are late.

Grading

The weights given to assignments and exams are as follows:

- 2 exams 40%
- Total of home/class assignments/quizzes 25%
- 2 projects 30%
- Attendance 5%

All IS instructors are required to administer exams and/or other evaluations that differentiate among students' performance.

Cheating: Any cheating on exams, homework, or independent projects will result in a grade of 0. Repeat offenders will be referred to the University for further action.

Make-up Exams: If you are unable to take a scheduled exam, please see me as soon as possible. If I feel the reason for your absence from class is indeed an emergency, you will have the opportunity to make up the exam. Documentation to support the reason for the absence will be helpful to me in making my decision. If sufficient notice to of your absence is not given, no make-up exam will be administered.

Class Schedule:

Microsoft Word Case Studies
Microsoft Excel Case Studies
Microsoft Excel Project
Exam 1 (Word and Excel)
Microsoft Access Case Studies
Microsoft Access Project
Microsoft PowerPoint Case Studies
Exam 2 (Access and PowerPoint)

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