University of Maryland Baltimore County
Department of Information Systems
IS 295 - Intermediate Business Applications
MW 9:00 – 12:10   ITE 468

Summer 2015

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Office Hours: by appointment

Required Text: "Microsoft Office 2013, Projects", Carol Cram, Thomson Course Technology, 2014

Course Description: IS295 is a *hands-on* course that will expand the student's knowledge and ability in various types of productivity software. Activities in the form of work-related cases will be assigned.

Course Objective: The main objective of the course is to give the student exposure to various types of productivity software in order to build confidence in their ability to appropriately incorporate these applications into their own work situations.

Course Requirements:

A. Classwork/Homework will be assigned throughout the session. These will take the form of an exercise done using one of the productivity applications, the result of which will be submitted to blackboard. Each assignment will be due before the start of the next class. Most homework assignments are very similar to classwork, altered copies of class work will not be accepted. Beginning on June 1, **late assignments will be accepted, but considerable points will be deducted.**

B. Exams will test the student's ability to use specific commands for each application as well as the student's understanding of the concepts in each application program. There will be exams in Excel and Access only.

C. An independent project will be assigned for PowerPoint, Excel and Access. Projects are due **AT** 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 (32% for Excel, 33% for Access)   65%
- completion of class/homework assignments   10%
- 3 projects (10% for Ex & Ac, 5% for PP)   25%

STATEMENT ON ACADEMIC CONDUCT: By enrolling in this course, each student assumes the responsibilities of an active participant in UMBC's scholarly community in which everyone's academic work and behavior are held to the highest standards of honesty and integrity. Cheating, fabrication, plagiarism, and helping others to commit these acts are all forms of academic dishonesty and they are wrong. Academic misconduct will result in disciplinary action that may include failure of the course, suspension or dismissal.

Acts of Academic Misconduct are defined as the following:

 - **Cheating:** Knowingly using or attempting to use unauthorized material, information, or study aids in any academic exercise.

 - **Fabrication:** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

 - **Facilitating Academic Dishonesty:** Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.

 - **Plagiarism:** Knowingly representing the words or ideas of another as one's own in any academic exercise, including works of art and computer-generated information/images.

To read the full policy on academic integrity, consult the UMBC Student Handbook, Faculty Handbook, or the UMBC Policies section of the UMBC Directory

> Any instances of academic misconduct will result in a 0 for that assignment and may be referred to the University for further disciplinary 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 insufficient notice of your absence is not given, no make-up exam will be administered.

Tentative Class Schedule

Session	Topic	Reading
May 27	Powerpoint	Unit H
May 29	Powerpoint –ONLINE makeup session Check blackboard for assignment….	Unit H
June 1	Powerpoint, begin Excel	Unit H,C
June 3	Excel	Unit C,D
June 8	Excel, Powerpoint presentations	Unit D
June 10	Excel Exam, begin Access	Unit F
June 15	Access	Unit F
June 17	Access	Unit F
June 22	Access Exam, begin Word	Unit A
June 24	Word	Unit A,B
June 29	Word, Integration	Unit B, E
July 1	Integration	Unit E, G