

SPRING, 2009 COMPUTING IN THE BUSINESS ENVIRONMENT

COURSE GOAL

By successfully completing this course, you will acquire the fundamental computer background and knowledge expected of computer-fluent new hires entering the business world.

COURSE DESCRIPTION

The course presents fundamental concepts from two perspectives – that of the individual business computer user and that of the corporate business computing environment. This course will help you become familiar with business computing applications; however, it is not a "hands on" applications training course. *You will use your existing computer skills to complete assignments in this course.*

PRE-REQUISITES

SOFTWARE REQUIRED FOR THIS COURSE

It is assumed that you already have basic user skills for Microsoft Office--Word, PowerPoint, Excel, Access, and Internet Explorer. You will be expected to complete assignments in this course and access Web content using these applications!

HARDWARE/SOFTWARE SPECIFICATIONS

You must have a computer (or regular access to one) capable of running current versions of Microsoft Office Suite (including MS Access) **Mac users will need to make arrangements to use a computer capable of running a current version of MS Access (database) software** to complete Projects 6 and 7. Campus computer labs have this software on their machines.

INTERNET CONNECTIONS

You are strongly encouraged to have cable modem or DSL access to the Internet for viewing video materials. Slower connections impact the quality of your online learning experience.

TEXTBOOK

REQUIRED TEXT: *Discovering Computers 2009: Complete (Shelly Cashman Series)* Authors: Gary Shelly, Thomas Cashman, Misty Vermaat ISBN-10: 1423911989, ISBN-13: 9781423911982, Copyright: 2008

OPTIONAL (BUT RECOMMENDED) TEXT: *Excel 2007 Bible* Author: John Walkenbach ISBN-10: 0470044039 ISBN-13: 978-0470044032, Copyright 2007 **OR**
Excel 2003 Bible Author: John Walkenbach ISBN-10: 0764539671 ISBN-13: 978-0764539671, Copyright 2003

The textbook may be obtained from the UF bookstore or from many other online providers. **Order your textbook(s) quickly—you will begin using it the first week of the term. Be sure you order the correct edition—there are multiple versions in print!**

GRADING POLICIES

POINTS

Your grade will be determined based on the total number of points you earn in the course. **There are 1000 base points available in this course, plus the opportunity to earn 50 extra credit points.** Points are earned in the following ways:

Getting Started Quiz	= 20 points
Topic Quizzes	= 130 points total (10 points per quiz)
Individual Blog	= 50 points
Computing Portfolio Project	= 480 points total
#1 Timeline (Hairston)	= 50 points
#2 Web 2.0 Stories Part 1 (Means)	= 70 points
#3 Web 2.0 Stories Part 2 (Means)	= 70 points
#4 Excel (Olson)	= 110 points
#5 Secure Email (Means)	= 50 points
#6 Database Part 1 (Hairston)	= 65 points
#7 Database Part 2 (Hairston)	= 65 points
Group Blog	= 50 points
Mid Term Exam	= 135 points
Final Exam	= 135 points
Extra Credit Potential	= 50 points

DETAILS ABOUT EARNING POINTS

Getting Started Quiz: In order to make sure that all students have read the syllabus and understand the structure and requirements of the course, there is a restriction on the majority of the course content. Once you have read everything in the Getting Started module, you can take this quiz. The quiz is “open book” and “open notes”, but you only have 20 minutes to take the quiz. You may take this quiz as many times as necessary to get the full 20 points. Only after getting 20 points on the Getting Started quiz will you be able to see the rest of the course.

Quizzes: There are 13 quizzes, one per topic, covering the readings and lectures. These will be taken online and scored automatically. Students who get correct answers for 8 or more questions will earn 10 points for that quiz. **Less than 8 questions correct on a quiz will receive 0 points.** Quizzes are "open book" and "open notes," but you only have 20 minutes to complete each quiz. And, although you may retake each quiz an unlimited number of times—it is only your “first attempt” score that is recorded in

the E-Learning System grade book. **All quizzes open the first day of the term. The first three quizzes will close on Jan. 25, at 11:59pm to allow for all students who add the course late. The rest of the quizzes close weekly on Sunday evening at 11:59pm. You must complete each quiz before its specified closing date!**

Exams: There will be two major examinations. Each will be delivered online through E-Learning System. They are “open book, open notes.” Each exam consists of 45 true/false or multiple-choice type questions worth 3 points each, for a total of 135 points per exam. The exams are non-cumulative. That is, the first exam includes content covered from the beginning of the course through the first exam date. The second exam covers material between the first exam date and the end of the course.

Warning— a makeup exam may only be permitted at the discretion of the instructional team and will require a serious and well-documented excuse. This may also include observance of religious holidays. You must petition Professor Eric Olson via ELS email for permission to take a makeup exam.

Computing Portfolio Project: You will create a computing portfolio during this class. The portfolio consists of a series of seven projects, each having a specific due date and point value. This portfolio will be integrated into your personal blog. Some students have found that this is an excellent showcase of their IT skills.

Project Title	Location of Directions	Due Date
Timeline	Topic 2	Jan. 18
Web 2.0 Stories – Part 1	Topic 3	Jan. 25
Web 2.0 Stories – Part 2	Topic 4	Feb. 1
Excel	Topic 5/6	Feb. 15
Secure Email	Topic 9	Mar. 22
Database – Part 1	Topic 10	Apr. 5
Database – Part 2	Topic 12	Apr. 22

Note that there are **significant penalties** for late project submission:

- Up to 48 hours late results in a penalty of 25%
- Up to 5 days late results in a penalty of 50%
- More than 5 days late, assignments will not be accepted, you will receive a zero score.

While we are firm about due dates, we are not heartless. In the past, students in truly extraordinary hardship situations having documented excuses have been granted extensions. Students in similar situations should email Professor Olson.

Extra Credit: Students may earn up to 50 points of extra credit. To earn these points you must successfully complete at least 5 extra credit opportunities. Each extra credit opportunity is graded pass/fail. Students who pass four or fewer extra credits will receive 0 points. Instructions for the Extra Credit opportunities can be found in the Extra Credit folder from the main course content page. We strongly recommend you complete extra credits as early as possible in the semester. If you must wait until the last possible minute we suggest you turn in an extra one or two in case a submission is graded as not passing. **Late submissions are not accepted.**

Bonus Points: Members of the instructional team may award "bonus point(s)" to a student for outstanding performance on a project, superior class participation, or extraordinary effort. You'll receive an email notification from an instructor if bonus points are awarded to you.

GRADES

Checking Your Points: To check your point accumulation, click on "myGrades" in the ISM3004 course website.

Grading Scale: Your course grade is determined by the number of points you have earned. Here is the points/grade scale. *[Note: If you elect to take this course under the Pass/Fail (S/U) grading method, you must earn at least 701 points to earn an "S".]*

901-1000+ points	= A
851-900 points	= B+
801-850 points	= B
751-800 points	= C+
701-750 points	= C
651-700 points	= D+
601-650 points	= D
600 or less	= E

ACCESSING THE COURSE WEBSITE

The ISM3004 Course is presented via UF's E-Learning System (ELS.) Create a shortcut (link or favorite) in your browser that will take you directly to the Learning Support Services login site.

<http://lss.at.ufl.edu>

- Log in using your Gatorlink username and password.
- You will see a list of all E-Learning courses for which you are registered in the current term.
- Choose "ISM3004 - Computing in the Business Environment (Olson) – Spring 2008 - All Sections" from the list of courses.
- You must be registered for the course and section to enter! (Note: Sometimes the Registrar's enrollment data is slow arriving in the E-Learning System; so if you are denied access initially, try again in 24 hours, or contact the Technology Assistance Center (TAC), 352-273-0248.)

VERY IMPORTANT NOTE: Be sure to complete the Java check available on the Learning Support Services login screen. You must have the proper Java installed to submit assignments in the E-Learning System!

HELP RESOURCES

For help using the E-Learning System (ELS) Course Management System (CMS), use the "Help" link in the upper right corner of the E-Learning screen. If you need further assistance with the system, contact the UF Computing Help Desk at 352-392-HELP or go to their Webpage at <http://helpdesk.ufl.edu/> [Note: The E-Learning System is supported at the university level.]

For help with viewing video lectures: First be sure that your system meets the following requirements for lecture viewing.

- You must use the most current Windows Media Player or a device capable of playing MP4 files to view the College of Business lectures.
- You must disable popup blockers to view the lectures.
- You must have at least a 56K modem (or better) connection to the Internet.
- Choose the lecture delivery option you prefer (stream / download). If your first choice doesn't work, try the other options before reporting your lecture problem.

If you meet all the above requirements, but are having trouble with lecture viewing/downloading, report the problem by completing a Problem Report Form using the link on the course ELS page. You can also, contact the College of Business, Technology Assistance Center (TAC), 352-273-0248. TAC representatives can assist in troubleshooting your video lecture problem.

For questions about the course content, contact your professor(s) or assigned TA(s). It is best to send to an individual(s) rather than use the "All Instructors" option.

E-LEARNING MAIL AND COURSE ANNOUNCEMENTS

All email correspondence for this course is handled inside the E-Learning System. This course email system is totally separate from your gatorlink or other email systems. This means — you must check the course site frequently to manage your ISM3004 mail. It is our goal to respond to your course email promptly—at least within 48 hours during the business week.

The instructional team also uses the announcement system within the system. This means — you must check the course site frequently to see if there are any current announcements!

GET IN THE HABIT OF VISITING THE COURSE SITE DAILY!

UNIVERSITY POLICY ON CHEATING

Cheating in any form is not permitted within this class. The university has established a strict policy regarding academic honesty, as explained in the University of Florida Student Guide, available through the Division of Student Affairs.

UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES

Students requesting accommodation for disabilities must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams.

CONTACT INFORMATION FOR INSTRUCTIONAL TEAM

Eric Olson, Associate Director, Information Technology, 352-273-1615, STZ100
Charles Hairston, Senior Software Developer, 352-273-3232, BRY131D
Tawnya Means, Director, Instructional Support, 352-273-3237, BRY218
Craig Herlihy, Head T.A., Use E-Learning email to contact

ASSIGNMENT SUBMISSIONS

- Submit all assignments and extra credit in accordance with the specific directions given for them. Unless specifically told otherwise, **assume that all course work will be submitted within the E-Learning assignment submission system.**
- Unless specified otherwise, assume that all file submissions will use the following naming convention: Assignment number-Your last name-Your first initial-Your middle initial Here are some examples:
 - ExCr01HowardTJ.doc
 - Assign2GrantCP.xls
 - Assign4Team1.doc
- On the first page of your assignment file, be sure you have included your full name, your UFID and your gatorlink ID.
- You can check the status of your submitted assignment in the E-Learning System. Your graded work will be returned within the E-Learning System. You may view your grades in the system.

IMPORTANT NOTES:

- When you submit an attached file for an assignment, always keep a copy of your original file for reference, especially if you use a computer lab to complete the work.
 - If you do not have the proper Java loaded for the E-Learning system—you will not be able to submit attached files at all!
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HOW TO SUCCEED IN THIS COURSE

1. **Check the course website frequently.** You should check in here at least once a week, and for more benefit, every day, to view announcements posted by the instructional team, to participate in the course, and to download and print the course files as needed.

2. **Print out all assignment instructions.** It is much easier to make sure you follow all steps to get full credit on assignments if you print and then check off each item as you complete it.

3. **Stay on track.** Plan your course work schedule at the beginning of the term based on the assignment schedule. This course is designed for 16 weeks of continuous effort. If you want to succeed in the course, you need to complete assignments as they are scheduled. Pay careful attention to closing and due dates for quizzes, assignments and extra credit.

4. **Ask for help.** If you don't understand the assignment, or the course content, ask questions. Your instructors, teaching assistants and peers are here to help.

4. **Help your peers.** People tend to learn best when they explain something to someone else. If you think you know the answer to a question, try to answer it. You will find that you understand the concept better when you do.

5. **Do your best.** This is your course. You will learn from it based on the effort you put into it. This course is designed to expose you to a wide variety of tools and ideas related to technology in the business environment. Don't cheat yourself out of the opportunities offered. This should be fun!

COMMUNICATION PROTOCOLS FOR ISM3004

For questions about....	Do this....
General course management (schedules, due dates, points, etc.)	(1) Post to the discussion board in the Course Introduction module. (2) E-Learning email to Head TA, Craig Herlihy
Examinations	(1) Post to the Exams discussion board. (2) E-Learning email to Head TA, Craig Herlihy
Petitions for Make-Up Exams or Other Emergencies	E-Learning email to Professor Olson
Project grades	E-Learning email to project instructor
Other grade questions	E-Learning email to Professor Olson
Extra Credit Assignments	E-Learning email to Head TA, Craig Herlihy or to professor who offered the extra credit task
Portfolio Assignments 1 through 7	(1) Review all relevant materials first! (2) Post questions to the appropriate assignment discussion board. (3) E-Learning email to Head TA, Craig Herlihy

COURSE CALENDAR

Dates	Learning Module	Course Content	Instructor(s)
Before Term Starts or in Week 1	Getting Started	<ul style="list-style-type: none"> • Access Website in ELS, set “favorite” • Complete the Getting Started Learning Module • View and PRINT the syllabus. Plan your semester. • View and PRINT the blog instructions • Take the Getting Started Quiz 	Team
Week 1, Jan. 6 - 11	1	<ul style="list-style-type: none"> • Review learning module content • View lectures • Individual Blog Assignment Part 1 • Do Quiz Topic 1 online (Closes 11:59 p.m., Jan. 25) 	Team
Week 2, Jan. 12 - 18	2	<ul style="list-style-type: none"> • Review learning module content • View lectures • Read: Ch 1- Introduction to Computers; Special Feature-Timeline; and Appendix A-Coding Schemes and Numbering Systems. • Individual Blog Assignment Part 2 • Do Quiz Topic 2 online (Closes 11:59 p.m., Jan. 25) 	Hairston
Week 3, Jan. 19 - 25	3	<ul style="list-style-type: none"> • Review learning module content • View lectures • Read: Ch 2 –The Internet and World Wide Web; Special Feature-Making Use of The Web; and Special Feature-Digital Communications. • Submit Web 2.0 Stories Part 1 Project (Due 11:59 p.m., Jan. 25) • Individual Blog Assignment Part 3 • Do Quiz Topic 3 online (Closes 11:59 p.m., Jan. 25) 	Means
Week 4, Jan. 26 - Feb. 1	4	<ul style="list-style-type: none"> • Review learning module content • View lectures • Read: Ch 3 –Application Software. • Submit Web 2.0 Stories Part 2 Project (Due 11:59 p.m., Feb. 1) • Individual Blog Assignment Part 4 • Do Quiz Topic 4 online (Closes 11:59 p.m., Feb. 1) 	Means

COMPUTING IN THE BUSINESS ENVIRONMENT

Week 5, Feb. 2 - 8	5	<ul style="list-style-type: none"> • Review learning module content • View lectures • Individual Blog Assignment Part 5 • Do Quiz Topic 5 online (Closes 11:59 p.m., Feb. 8) 	Olson
Week 6 & 7, Feb. 9 - 22	6	<ul style="list-style-type: none"> • Review learning module content • View lectures • Read: Ch 4-Components of the System Unit and Ch 7- Storage. • Do not read: Ch 5 –Input; Special Feature-Digital Imaging and Video Technology; and Ch 6- Output • Submit Excel Project (Due 11:59 p.m., Feb. 15) • Individual Blog Assignment Part 6 • Individual Blog Assignment Part 7 • Do Quiz Topic 6A online (Closes 11:59 p.m., Feb. 15) • Do Quiz Topic 6B online (Closes 11:59 p.m., Feb. 22) 	Olson
Feb. 23	Mid Term Exam	MID-TERM EXAMINATION AVAILABLE IN ELS from 1 p.m. to 11:59 p.m., Monday, Feb. 23 [covers topics 1-6]	
Week 8, Feb. 24 - Mar. 1	7	<ul style="list-style-type: none"> • Review learning module content • View lectures • Read: Ch 8 –Operating Systems and Utility Programs and Special Feature-Buyer’s Guide 2009. • Group Blog Assignment Part 1 • Do Quiz Topic 7 online (Closes 11:59 p.m., Mar. 1) 	Olson
Week 9, Mar. 2 - 8	8	<ul style="list-style-type: none"> • Review learning module content • View lectures • Read: Ch 9-Communications and Networks. • Group Blog Assignment Part 2 • Do Quiz Topic 8 online (Closes 11:59 p.m., Mar. 8) 	Means
Spring Break Mar. 9 - 15			
Week 11, Mar. 16 - 22	9	<ul style="list-style-type: none"> • Review learning module content • View lectures • Read: Ch 11- Computer Security, Ethics, and Privacy; Special Feature-Computer Forensics. • Submit Secure Email Project (Due 11:59 p.m., Mar. 22) • Group Blog Assignment Part 3 • Do Quiz Topic 9 online (Closes 11:59 p.m., Mar. 22) 	Means

COMPUTING IN THE BUSINESS ENVIRONMENT

Week 12 & 13, Mar. 23 - Apr. 5	10	<ul style="list-style-type: none"> • Review learning module content • View lectures • Read: Ch 10 – Database Management; Data Analysis. • Submit Database Part 1 Project (Due: 11:59 p.m., Apr. 5) • Group Blog Assignment Part 4 • Do Quiz Topic 10A online (Closes 11:59 p.m., Mar. 29) • Do Quiz Topic 10B online (Closes 11:59 p.m., Apr. 5) 	Hairston
Weeks 14, Apr. 6 - 12	11	<ul style="list-style-type: none"> • Review learning module content • View lectures • Read: Ch 12 – Information Systems Development. • Do Quiz Topic 11 online (Closes 11:59 p.m., Apr. 12) • All Extra Credit due by 11:59pm, Apr. 12 Late extra credit is not accepted! 	Hairston
Week 15, Apr. 13 - 19	12	<ul style="list-style-type: none"> • Review learning module content • View lectures • Read: Ch 15 – Careers and Certifications. • Submit Database Part 2 Project (Due 11:59 p.m., Apr. 19) • Do Quiz Topic 12 online (Closes 11:59 p.m., Apr. 19) 	Hairston
Week 16, Apr. 20 - 24	13	<ul style="list-style-type: none"> • Review learning module content • View lectures • Read: Ch 14 – Enterprise Computing (pp. 712-737). • Do Quiz Topic 13 online (Closes 11:59 p.m., Apr. 24) 	Olson
Apr. 25	Final Exam	<p>FINAL EXAMINATION – AVAILABLE ONLINE IN ELS from 1 p.m. to 11:59 p.m. on Saturday, April 25 [covers modules 9-13]</p>	Team
		COURSE COMPLETED	