Course Syllabus

CISM 2101/ CRN80068 --Fundamental of Computer Application
Atlanta Metropolitan State College
School of Business and Technology
This is a Core IMPACTS course that is part of Technology, Mathematics & Sciences (STEM)
Core IMPACTS refers to the core curriculum, which provides students with essential knowledge in foundational academic areas.
This course will help master course content and will support students' broad academic and career goals.

Instructor Information	Name: Dr. Eze Nwaogu
Office location:	Online
Office telephone:	404 756 4718 (Best Contact is by Email)
Email Address	**enwaogu@atlm.edu (for emergencies only) All non-urgent requests should be made through the D2L email platform. Please allow for 24 hour turn around time on emails.**
Office Hours:	
• In Person:	_**Mon. & Wed 12 PM -- 3 PM**_____

	• Online	**Office hours will be held <u>virtually</u> by appointment only, Thursdays from 11:00pm-1:00pm. If a time adjustment is needed please discuss this through email when setting the appointment.**
	• By Appointment	Office hour disclaimer: If you are not able to meet with the instructor during office hours, you may schedule an appointment based on instructor's availability.
	Course Information	
	Pre-requisites	**BUSA 1101 or Consent of Instructor**
	Credit Hours	3 hours
	Catalog Description	This course introduces students to the broad concepts of computer-based Information systems and their applications in the business environment. The course provides hands-on experience in the use of current application software packages (Word Processor, Spreadsheet, Database, Presentation software, etc) in processing data.
	Course Start and End Date	Aug 18---- Dec 06

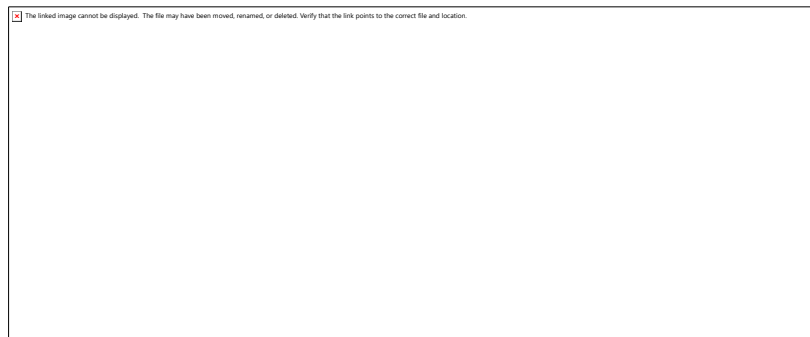| Course Textbook	**Required Textbooks and Additional Materials:**
	1. The link below is a step-by-step videos for activating Cengage courseware through D2L.
	2. Office Suite Required for Online Students
	3. Module 4 (ACCESS Project)
	Project 4 Access requires Microsoft Access, one of Office 2019 Suite.
	If you do not have have Access installed, your options to complete the labs assignment are as follows:
	1. Buy Microsoft Access (Google for a cheap copy)
	2. Go to school Library and complete your Assignment
	3. Go to Microsoft website and install a 30 days Trial Copy
	How to access your MindTap course
	Copy and paste in your browser the URL:https://startstrong.cengage.com/mindtap-brightspace-ia-no/
	Subscribe to Cengage Unlimited via D2L:Cengage Unlimited
	(Books Required for the Course)
	1. Concept Book
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2. Project Books

The Shelly Cashman Series Collection, Microsoft® Office 365 & Office 2019

by Sandra Cable, Steven M. Freund, Ellen Monk, Rob Wilson, Karen Porter, Joy L. Starks, Misty E.... Show More

1st Edition

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Required Courseware: MindTap Courseware from the 3 Books--

Name: Cengage Unlimited see information below

Now **Subscribe to Cengage Unlimited via D2L**:**Cengage Unlimited**

If you encounter problem, contact Cengage at 1-800-354-9706

How to access your MindTap course

What is MindTap?

MindTap empowers you to produce your best work consistently.
MindTap is designed to help you master the material. Interactive videos, animations, and activities create a learning path designed by your instructor to guide you through the course and focus on what's important. Get started today!

Payment
After registering for your course, you will need to pay for access using one of the options below:

Online: You can pay online using a credit or debit card, or PayPal.

Bookstore: You may be able to purchase access to MindTap at your bookstore. Check with the bookstore to find out what they offer for your course.

Free Trial: If you are unable to pay at the start of the semester you may choose to access MindTap during 2 weeks of your free trial. After the free trial ends you will be required to pay for access.

Please note: At the end of the free trial period, your course access will be suspended until your payment has been made. All your scores and course activity will be saved and will be available to you after you pay for access.

System Check
> To check whether your computer meets the requirements for using MindTap, go to
> http://ng.cengage.com/static/browsercheck/index.html
> Please Note: the System Check is also accessible in the drop down box next to your name located in the upper right corner of your MindTap page.

Required Resources	Functional Computer System and Office 2019
Recommended Resources	**MAC Users Review:[Mac OS X: Getting Started with Mac OS X](#)**

	General Education Learning Outcomes	**Overview**
		 This course is designed to provide an introduction to computers and microcomputers applications. It is a hands-on course and focuses on the use of computers in the development, management and use of information in the decision-making process. Word processing, Spreadsheet, Presentation graphics and Database software applications are introduced within the GeorgiaView Brightspace-D2L Course Management System. This course requires **OFFICE 20**19.
		Outline
		Computer Information Systems Concepts Outline
		     Information Systems Concepts
		     Hardware and Software
		     Telecommunications, the Internet, Intranets, and Extranets
		     Electronic and Mobile Commerce and Enterprise Systems
		     Database Management Systems, Data Center and Business Intelligence
		Microsoft Word Topic Outline
		  Creating, Formatting and Editing a Word Document with pictures
		  Creating a Research Paper with Citation and References
		  Creating a Business Letter with Letterhead and Tables
		Microsoft Excel Topic Outline
		  Creating a Worksheet and Embedded chart
		  Formulas, Functions, Formatting and Web Queries
		  What-If Analysis, Charting and working with large worksheet
		Microsoft Access Topic Outline
		   Creating and using a Database
		   Querying a Database using Select Query Window
		   Maintaining a Database
		Microsoft PowerPoint Outline
		 Creating and Editing a Presentation with Clip Arts
		Enhancing a Presentation with Pictures, Shapes and Word Arts
		Microsoft Project Topic Outline
		  Project Management Concepts

	Program Learning objectives	Bachelors in Business Administration 1. Students will be able to create and analyze basic financial statements using general accepted accounting principles and practices; and 2. Students will be required to demonstrate the ability to work in a group setting in order to achieve organizational goals; and 3. Students will utilize basic principles and theories of micro and macroeconomics to solve practical and applied problems that are related to our dynamic global economy; and 4. Students will be able to utilize software applications to process raw data into information and reports that can be used to make business decision
	Core Impact	Learning Outcomes Students will use the scientific method and laboratory procedures or mathematical and computational methods to analyze data, solve problems, and explain natural phenomena. Career-Ready Competencies Inquiry, Analysis, Problem-Solving, Teamwork

Course Learning Objectives	**Expected outcomes for Essential Information Systems Concepts as it relates to business application** **At the end of this course student will be able to:** **Information Systems Concepts** - Distinguish data from information and describe the characteristics used to evaluate the quality of data. - Identify the basic types of business information systems and discuss who uses them, how they are used, and what kinds of benefits they deliver - Identify the major steps of the systems development process and state the goal of each. - Identify the value-added processes in the supply chain and describe the role of information systems within them. - Identify some of the strategies employed to lower costs or improve service. - Define the term competitive advantage and discuss how organizations are using information systems to gain such an advantage. - Define the types of roles, functions, and careers available in information systems **Hardware and Software** - Identify and discuss the role of the essential hardware components of a computer systems Identify the characteristics of and discuss the usage of various classes of single-user and multiuser computer systems. - Define the term green computing and identify the primary goals of this program. Identify and briefly describe the functions of the two basic kinds of software. - Outline the role of the operating system and identify the features of several popular operating systems. - Discuss how application software can support personal, workgroup, and enterprise business objectives. - Identify three basic approaches to developing application software and discuss the pros and cons of each. **Telecommunications, the Internet, Intranets, and Extranets** - Identify and describe the fundamental components of a telecommunications system. - Identify several network types and describe the uses and limitations of each. - Name three basic processing alternatives for organizations that require two or more computer systems and discuss their fundamental features.

- Briefly describe how the Internet works, including methods for connecting to it and the role of Internet service providers.
- Describe the World Wide Web and how it works.
- Explain the use of markup languages, Web browsers, and Web servers.
- Identify and briefly describe the process of creating software applications for the Web.
- List and describe several sources of information on the Web.
- Describe methods of finding information on the Web.
- List and describe several forms of online communication, along with the benefits and drawbacks of each, in terms of convenience and effectiveness.
- Explain Web 2.0 and provide examples of Web 2.0 sites.
- List and describe sources of online media and entertainment.
- Explain how Web resources are used to support shopping and travel.
- Briefly name and describe two useful Internet utilities.
- Explain how intranets and extranets use
- Internet and Web technologies, and describe how the two differ.

Electronic and Mobile Commerce and Enterprise Systems
- Describe the current status of various forms of e-commerce, including B2B, B2C, C2C, and m-commerce
- Identify several e-commerce and m-commerce applications.
- Identify several advantages associated with the use of e-commerce and m-commerce.
- Identify the key components of technology infrastructure that must be in place for e-commerce and m-commerce to work.
- Discuss the key features of the electronic payment systems needed to support e-commerce and m-commerce.
- Identify the basic activities and business objectives common to all transaction processing systems
- Define the term enterprise resource planning system, identify its functions, and list its benefits.
- Define the term customer resource management system, identify its functions, and list its benefits.
- Define the term product lifecycle management system, identify its functions, and list its benefits.

Database Management Systems, Data Center and Business Intelligence
- Define general data management concepts and terms, highlighting the advantages of the database approach to data management.

- Describe logical and physical database design considerations, the function of data centers, and the relational database model.
- Identify the common functions performed by all database management systems, and identify popular database management systems
- Identify and briefly discuss business intelligence, data mining, and other database applications.

Expected outcomes for Planning a Project

At the end of this course student will be able to :
- Demonstrate the understanding of Project goals
- Demonstrate the understanding of Project terminology
- Use Word Processor, Spreadsheet and Database to demonstrate Project

Expected outcomes for Creating and Editing a Word Document

At the end of this course student will be able to :
- Enter text in a Word document
- Check spelling as you type
- Format paragraphs
- Format text
- Undo and redo commands or actions
- Change theme colors
- Insert digital pictures in a Word document
- Format pictures
- Add a page border
- Correct errors and revise a document
- Change document properties
- Print a document

Expected outcomes for Creating a Research Paper

At the end of this course student will be able to :
- Describe the MLA documentation style for research papers
- Change line and paragraph spacing in a document
- Use a header to number pages of a document
- Apply formatting using shortcut keys
- Modify paragraph indentation
- Create and modify styles
- Insert and edit citations and their sources

- Add a footnote to a document
- Insert a manual page break
- Create a bibliographical list of sources
- Move text
- Find and replace text
- Use the Research task pane to look up information

Expected outcomes for Creating a Cover Letter and a Resume
At the end of this course student will be able to :
- Format characters and paragraphs
- Insert and format clip art
- Set and use tab stops
- Identify the components of a business letter
- Insert the current date
- Create and insert a building block
- Insert a Word table, enter data in the table, and format the table
- Use a template to create a document
- Fill in a document template
- Copy and paste using the Office Clipboard
- Indent paragraphs
- Insert a Quick Part
- Sort a List
- Use print preview to view and print a document
- Address and print an envelope

Expected outcomes for Creating a Worksheet and an Embedded Chart
At the end of this course student will be able to :
- Start and quit Excel
- Describe the Excel worksheet
- Enter text and numbers
- Use the Sum button to sum a range of cells
- Copy the contents of a cell to a range of cells using the fill handle
- Save a workbook
- Format cells in a worksheet
- Create a 3-D Clustered Column chart

- Change document properties
- Save a workbook a second time using the same file name
- Print a worksheet
- Open a workbook
- Use the AutoCalculate area to determine statistics
- Correct errors on a worksheet
- Use Excel Help to answer questions

Expected outcomes for Formulas, Functions, Formatting, and Web
At the end of this course student will be able to :
- Enter formulas using the keyboard and Point mode
- Apply the AVERAGE, MAX, and MIN functions
- Verify a formula using Range Finder
- Apply a theme to a workbook
- Add conditional formatting to cells
- Change column width and row height
- Check the spelling of a worksheet
- Set margins, headers and footers in Page Layout View
- Preview and print versions of a worksheet
- Use a Web query to get real-time data from a Web site
- Rename sheets in a workbook
- E-mail the active workbook from within Excel

Expected outcomes for What-If Analysis, Charting, and Working with Large Worksheets
- Rotate text in a cell
- Create a series of month names
- Copy, paste, insert, and delete cells
- Format numbers using format symbols
- Freeze and unfreeze titles
- Show and format the system date
- Use absolute cell references in a formula
- Use the IF function to perform a logical test
- Use the Format Painter button to format cells
- Create a 3-D Pie chart on a separate chart sheet
- Color and rearrange worksheet tabs

- Change the worksheet view
- Answer what-if questions
- Goal seek to answer what-if questions

Expected outcomes for Creating and Using a Database
At the end of this course student will be able to :

- Describe databases and database management systems
- Design a database to satisfy a collection of requirements
- Start Access
- Describe the features of the Access window
- Create a database
- Create a table and add records
- Close a table
- Close a database and quit Access
- Open a database
- Print the contents of a table
- Create and print custom reports
- Create and use a split form
- Use the Access Help system

Expected outcomes for Querying a Database
At the end of this course student will be able to :

- Create queries using the Simple Query Wizard
- Print query results
- Create queries using Design View
- Include fields in the design grid
- Use text and numeric data in criteria
- Create and use parameter queries
- Save a query and use the saved query
- Use compound criteria in queries
- Sort data in queries
- Join tables in queries
- Create a report from a query
- Perform calculations in queries
- Calculate statistics in queries

- Create crosstab queries
- Customize the Navigation Pane

Expected outcomes for Maintaining a Database

At the end of this course student will be able to :

- Add, change, and delete records
- Search for records
- Filter records
- Update a table design
- Format a datasheet
- Use action queries to update records
- Specify validation rules, default values, and formats
- Create and use single-valued and multivalued Lookup fields
- Specify referential integrity
- Use a sub datasheet
- Sort records

Expected outcomes for Creating and Editing a Presentation

At the end of this course student will be able to :

- Start and quit PowerPoint
- Describe the PowerPoint window
- Select a document theme
- Create a title slide and text slides with single- and multi-level bulleted lists
- Save a presentation
- Copy elements from one slide to another
- View a presentation in Slide Show view
- Open a presentation
- Display and print a presentation in grayscale
- Check spelling
- Use PowerPoint Help

Expected outcomes for Creating a Presentation with Illustrations and Shapes

At the end of this course student will be able to :

- Create slides from a blank presentation
- Change views to review a presentation
- Change slide layouts

- Add a background style
- Change font color Format text using the Format Painter
- Add and size a shape
- Delete a placeholder
- Apply Quick Styles to placeholders and shapes
- Insert a photograph from a file
- Select slide transitions
- Select slide transitions
- Insert, move, and size clip art
- Preview and Print an outline and handout

Expected outcomes for Project management
At the end of this course student will be able to :

- Define what a project is
- List and discuss the attributes of a project
- Explain what is meant by project objective
- Define what is meant by project deliverable
- Provide examples of projects

Important Dates	Holidays	Attendance Verification (No Show Date)	Last Day to Reinstate	Midterm	Last Date to Withdraw with "W"	Last Day of Class	Final Exam
	Sep 01 & Nov 27--28	Sep 15	Sep 18 - 22	Oct 11 -- 16	Oct 27	Dec 06	Dec09-11

Course Delivery Method	Online or On Campus *(Online)*
Email Preference	*D2L Email*
Online Courses	Please use the internal course e-mail for general correspondence. I provide my external e-mail address for emergencies only. I cannot answer questions, accept assignments, or discuss grades via external e-mail so please use it for emergencies only.
On Campus Courses	Please use ATLM Ginger Email for communication. I may not check Brightspace (D2L) email on a regular basis.
Email Response Time	Unless you are notified otherwise, I will strive to respond to all student questions and emails within 24 hours during the week and within 48 hours during the weekend.
Attendance:	Attendance is required at Atlanta Metropolitan State College. Students may view their attendance record by going to the Brightspace course page and clicking on Attendance from the Assessments menu at the top. It is the responsibility of each student to ensure that his or her recorded attendance is accurate. Any errors need to be brought to the attention of the instructor as soon as they are discovered.
Online Attendance and Participation Policy	Being in class is determined by the student's active attendance and participation in an academically related activity which includes actual presence in a virtual class, submission of an assignment, group projects, completion of an exam or quiz and discussion forum posting.

Conduct:	Refer to AMSC College Catalog, page 54	
Late Policy:	Late work is accepted at the discretion of the instructor. If accepted, points are deducted at the rate of 10 points per day that the work or assignment is late. - Make Up Policies: 1. Send me email through D2L stating the assignment and the reason for missing the assignment. 2. Attach with your email a verifiable evidence to support your reason. 3.This must be done no later than 3 days (weekends included) after a module is closed. 4. Online Discussion or Class Participation cannot be made up.	
Enrollment Status:	Students are ultimately responsible for ensuring that the course(s) in which they enroll are included in the approved degree plan and program map for their program of study. Students must periodically check their enrollment status in this course during the semester. The student is responsible for determining changes, if any, in enrollment status and taking necessary steps (e.g., pursuing re-instatement in this course) following those outlined in the AMSC catalog.	

	Attendance Verification (No Show)/Reinstatement	Atlanta Metropolitan State College has a "No-Show" Reporting (Attendance Verification) policy. This policy is to comply with Federal Financial Aid regulations. Financial Aid recipients at Atlanta Metropolitan State College may become ineligible for funds by not attending class session (per enrolled course). Students who do not complete Mandatory Attendance Assignments and attend class sessions are NOT entitled to keep their financial aid award. The Registrar's Office will notify the students and faculty when the Attendance Verification Period has opened. The established "No-Show" Reporting (Attendance Verification) procedure will enable Atlanta Metropolitan State College to adjust financial aid awards before funds are issued to students (thereby eliminating liability for both the College and the student). A student reported as non-attending a course must seek the approval of the instructor in order to be reinstated. Once approved, the student will complete the Reinstatement form and submit it. The Office of Registrar will notify students when course reinstatement process has been completed during Reinstatement Period. The student can demonstrate compelling reason (s) that have prevented attendance and the instructor believes that there is a strong probability that the student can catch up in the class OR The instructor made an error, and the student was in attendance prior to being dropped.
	Computer Hardware & Software Requirements:	One of the challenges many encounter with enrolling in and completing an online course is the accessibility to the required and recommended software and hardware. Different institutions, and even different courses within the same institution, have varying technology requirements. Check your hardware and software systems to determine its compatibility with the online course you have selected.

| Minimum Hardware Recommendations to take courses: | D2L System Requirement
Internet Connection:
Â· Ethernet Network Capability required
Â· Wireless Network Capability required
Operating System Requirements
PC:
Compatible Operating System:
Web Browser: Firefox, Chrome
Mac:
Compatible Operating System:
Web Browser: Firefox, Chrome, Safari
Hardware requirements:
Minimum Technical Specifications for Hardware:
A processor of 2GHz or faster
4GB RAM or greater
500 GB of Hard Drive space
Monitor and video card with a minimum resolution of 1024x768
Keyboard and mouse
Minimum Technical Specifications for Computer Peripherals:
Speakers
Headphones
Microphone
Webcam
Software requirements:
Browser Requirements/Supported Browsers
Compatible Browsers: Apple Safari - https://support.apple.com/downloads/safari (Mac) Google Chrome - https://www.google.com/chrome/ (Mac or PC) Mozilla Firefox - https://www.mozilla.org/en-US/firefox/new/ (Mac or PC) Application Software Microsoft Office 2016 (Word, Excel, PowerPoint) (Mac or PC) Adobe Reader - https://get.adobe.com/reader/ Plug-ins Java - https://www.java.com/en/download/ Adobe Flash Player - https://get.adobe.com/flashplayer/ Windows Media Player - https://www.microsoft.com/en-us/download/details.aspx?id=20426 |

- Apple QuickTime - https://support.apple.com/downloads/%2523quicktime
- Microsoft Silverlight - https://www.microsoft.com/getsilverlight/Get-Started/Install/Default

Accessibility: Wi-Fi is also available for use in the campus parking lots.

	Tutoring Services	Students improve their self-confidence and increase their chances of excelling in their courses when they utilize their college/university academic support services. The following tutoring services are available to AMSC students: – The AMSC Writing Center is open year-round to support students, staff, and faculty at AMSC. It offers virtual and in-person tutoring for various writing projects, assists at any stage of the writing process, and increases improvement in structure, use of sources, style, grammar, and more. The Writing Center is located in Building 100, Room 211. Students can walk in during hours of operation or schedule an appointment at https://calendly.com/amscwritingcenter/30min – Tutor.com is a virtual space for students to access writing tutors outside of AMSC faculty. Access tutor.com in Brightspace by logging into your course. Next, click the â€˜Free Tutoringâ€™ tab and choose Tutor.com from the dropdown options. Students are granted five (5) hours per semester, and registration is not required. Contact the Center for Student Success and Advising at (404) 756-5690 for assistance. – TutorOcean is a tutorial for students enrolled in STEM courses such as Biology, Chemistry, Mathematics, and Computer Science. Access TutorOcean and sign up at https://atlm.tutorocean.com
	Americans with Disabilities Act (ADA) Statement	Atlanta Metropolitan College is committed to providing support for all students and making their college experience an enriching opportunity. In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The Department/Office of Counseling and Accessibility Services**,** located in the Student Services & Success Center, building 650-Suite 252, oversees the coordination of services for students with documented disabilities. The Coordinator of Disability Services collaborates with faculty and staff to offer provisions for reasonable accommodation to students who meet the requirements. It is the policy and practice of AMSC to make all Web information accessible to students with disabilities. If you, as a student with a disability, have difficulty accessing any part of the course materials for this class, please notify the instructor immediately. Accommodation cannot be provided until a reasonable accommodation plan is in place. To the greatest extent possible, all college representatives shall observe confidentiality.

Office of Counseling and Accessibility Services	The Office of Counseling and Accessibility Services operates under the Americans with Disabilities Act (ADA) laws in order to assist in leveling the playing field for students who have disabilities with those who do not.	
	The amended ADA, otherwise known as ADAAAA defines â€œdisabilityâ€ as a physical or mental impairment that substantially limits one or more major life activities. If you feel that you have a disability or impairment that may limit your academic functioning, please contact Dr. Dorothy Williams, the Director of Counseling and Accessibility Services at 404-756-4016 or at	
	https://www.atlm.edu/students/counseling-and-disability-services.aspx.	
	The Coordinator of Counseling and Accessibility Services reviews all accommodation requests. In order to receive accommodation, the studentâ€™s illness or disability must be verified in writing by a physician, psychiatrist, or some other health care provider or specialist. Students choosing to access disability support services should contact the Coordinator as soon as possible after acceptance to AMSC. Please be aware that late notifications may result in complications for establishing accommodation in a timely fashion.	
Withdrawal	**Withdrawal from a course is solely the responsibility of the student.** Instructors will not initiate student withdrawals. A student who wishes to withdraw from a course **MUST** submit a completed Withdrawal Form (Schedule Reductions Form) to the Registrar Office before mid-term in order to receive a grade for the course.	
	A student who withdraws after the Midterm date receives a of WF unless the Vice President for Academic Affairs determines that it is a hardship case, then a of W will be recorded. The possibility that a student may fail the course will not be considered a hardship	
Incomplete Grade Policy	An incomplete may be awarded at the instructor's discretion for non-academic reasons which prevent the student from completing the course requirements. The student must be passing the course at the time that the Incomplete is awarded and must sign an "Awarding of Incomplete" agreement. Unless otherwise stated, the incomplete should be removed by the end of the following semester; otherwise, the instructor will change the grade to an F grade.	
Time Commitment	To successfully complete this course it requires discipline, devoted time and commitment. A student must arrange his / her schedule to allow for the required time for this course. Expect to spend a minimum of seven (7) to ten (10) hours per week to thoroughly read each chapter and complete the required chapter assignments. Additional time most likely will be required to complete quizzes and exams.	

Student Expectations	Students are expected to be fully invested and engaged in their learning. The following guidelines are included to facilitate your course success.
	• Participate in this course by following the guidelines of this syllabus and any additional information the instructor provides by email, telephone, discussion forums, etc.
	• Please speak with your instructor **in advance** if you have extenuating circumstances that prevent you from completing your assignments by the designated due dates. If a medical emergency occurs, you will need to provide a written medical / doctor's notice for the period in which you are unable to participate in class or complete any of the assignments (discussion, case studies, quizzes, exams, etc.). Without a medical / doctor's notice, all assignments missed will be scored as zero.
	• Sign-in to Brightspace D2L and / or Courseware to complete assignments regularly.
	• Read, study, and complete all assignments by the due dates.
	• Monitor Brightspace D2L course calendar.
	• Have access to a computer and the Internet. Make certain computer meets the technical requirements for computer course.
	• Be courteous, polite and respectful to faculty, staff and fellow students.
	For online courses, the instructor will use Brightspace D2L email for all course related correspondence. Check **Brightspace D2L email** as well as **Ginger email daily** to stay abreast of what is going on in class.

Online Discussion Protocol	• The purpose of the discussion forum is to have interactive online discussions with our class community about specific topics, assignments, or readings. • Be constructive and positive. You can challenge ideas and course content yet avoid becoming negative online. When you disagree respectfully and politely, you stimulate and encourage great discussion. • You are expected to conduct yourself in a mature, courteous, and mutually respectful manner. • Always sign your name. • Postings should be well written with proper punctuation, spelling and grammar. Avoid the use of all caps or multiple punctuation elements (!!!???). Postings should be a minimum of 3 or 4 sentences. • Check postings for responses from others and respond in kind. • Postings should be evenly distributed throughout the week. Avoid making only weekend postings. • Encourage further discussion by building on current threads. The instructor may not respond to every post but will be monitoring each discussion. A response may be made to contribute to a discussion, clarify a situation or redirect the conversation	
Degree Relevance and Enrollment Status	Students are ultimately responsible for ensuring that the course(s) in which they enroll are included in the approved degree plan and program map for their program of study. Students **must** periodically check their enrollment status in this course during the semester. The student is responsible for determining changes, if any in enrollment status and taking necessary steps (e.g. pursuing re-instatement in this course) following those outlined in the AMSC catalog	
Abandoning a Course	Abandoning a course should be avoided at all cost. Abandoning a course instead of following official drop procedures will result in a grade of •F at the end of the course. It is the student's responsibility to initiate and complete the withdrawal process.	

Academic Honesty	Only the epitome of professionalism is expected of each student. Cheating or the abetment of cheating is not tolerated**.**	
	Per page 91-93 of the 2019-2020 Atlanta Metropolitan State College Catalogue the Penalties for Academic Misconduct states:	
	• In cases where a student is found guilty of cheating or exhibiting academic misconduct involving an instructor-generated assignment or examination, the instructor may impose a penalty.	
	• Types of penalties may include, but are not limited to, the instructor assigning a grade of an F for the assignment, the instructor not accepting the work, the student being assigned additional work, or the student receiving a grade reduction for the assignment.	
	The maximum penalty the instructor may impose is a grade of â€œFâ€ for the course.	
Class Cancellation	Procedure regarding long-term emergency closure of the college (attendance policy): In the event of an emergency that forces the college to close for an extended period, students MUST contact the instructor of this class within 48 hours using the contact information (e.g., email address in BrightSpace/D2L) on the syllabus to obtain directions for continuing the course. The instructor will provide directions for the transmission and submission of course assignments and course assessments, including due dates.	
	The student is responsible for submitting valid, accurate contact information, including an active AMSC email address to the instructor by the end of the first week of the course. Students can obtain an Atlanta Metropolitan State College Student email address in the Academic Support Center on the third floor of the Library Building.	
	If the instructor for the course cannot be reached within the specified period (within 48 hours*),* the Dean of the School responsible for the course can be reached at the email address posted on the collegeâ€™s website	
Class Schedule	**Grading and Standards Full Schdule with dates in Announcement**	

	Concept Discussions	Concept Tests	Skill Training Assessment	Projects	Module Points
Syllabus Orientation Quiz					10
Module 1. **Introduction to Information Systems in Organization/Word**	Points :10	Points :50	Points: 40	Points: 100	200
Module 2. **Computer Hardware & Software/ PowerPoint**	Points :10	Points :50	Points :40	Points :100	200
Module 3. **Networks and Cloud Computing/MSExcel**	Points :10	Points :50	Points :40	Points :100	200
Module 4. **Database Systems and Big Data/MSAccess**	Points :10	Points :50	Points :40	Points :100	200

Final Exam-Module 5. Electronic and mobile Commerce and Enterprise Systems/**MSPM**	Points :10	Points :100	Points :40	Points :50	200
*Final may be monitored using Respondus					
Total	**50**	**300**	**200**	**450**	**1000**

Grading Scale	**Points**	**Letter Grade**
	900-1000	**A**
	800-899	**B**
	700-799	**C**
	600-699	**D**
	Below 600	**F**

Grade Distribution

Methods of Assessment

Exercises (Discussions, Tests, SAM Training, Labs and Project) have been assigned for all Weeks. The selected "Lab Exercises" are drawn from current week's reading assignments and skill training. As with any skill, repetition builds competence. The more practice you do the easier your performances skills will become. See schedule for detailed information.

Final Grade/grade distribution/grade scale

Your grade will be based on 5 areas: Tests, Participation (i.e. Discussion) Skill Training, Lab. Projects

1. **Concept Tests-300 points or 30%**

There will be 5 Concept tests: 1. Information Systems Perspective 2. Hardware &Software/ MS WORD 3.Telecommunication and Internet/MS EXCEL 4. Database Systems/MS ACCESS 5.Electronic and mobile Commerce and Enterprise Systems/PowerPoint

2. **Participation (Discussions or DISC)-50 points or 5%**

There will be one discussion question per each concept: 1. Information Systems Organization 2. Hardware & Software 3. Telecommunication and Networks 4. Electronic and mobile Commerce and Enterprise Systems 5. Information and Decision Support System

3. Projects-450 points or 45%

These are skill performance exercises developed by the instructor in SAM Cengage. Maximum attempts 3.

4. **Skill Training-200 points or 20%**

These are skill Training Assessments associated with each application (Word, Excel, Access and PPT) in SAM.

5. Syllabus Quiz ---10 points or 1%

	Grade Appeals and Student Complaint Policy and Process	Please follow the Grade Appeals Process outlined in the AMSC Student Catalog, Pages 61/62. You can also refer to the Grade Appeal brochure at: https://www.atlm.edu/downloads/advisement/CAAS%20Grade%20Appeal%20Brochure.pdf For student complaint policy and process, refer to AMSC student catalog pages 51/52.
	Frequently Asked Questions and Helpful Links	
	I need:	**LINK**

What is Brightspace (D2L) and how can I access it?	Brightspace(D2L) is the virtual space where students access their online courses and some Face2Face class resources, quizzes, assignments, etc. You can access Brightspace (D2L) from https://atlm.view.usg.edu/ You can also access Brightspace (D2L) from the College's webpage and click on Brightspace (D2L) on top.
Who is my Advisor? Where can I receive Advisement and Tutoring assistance?	Center for Academic Advising and Student Success (CAAS)
What do I do if I face technical issues while taking a quiz or turning in an assignment in Brightspace	https://d2lhelp.view.usg.edu/ You can reach the GaView Helpdesk 24/7/365 days at 18557724423 If you are unable to submit a quiz or assignment or face a technical glitch, please contact the University System of Georgia's GaView Helpdesk at 1855 772 4423. The Helpdesk is open 24/7 all 365 days. If your issue cannot be resolved right away, the Helpdesk will issue a ticket to your Atlm Ginger email address. That ticket needs to be forwarded to your instructor to prove that you faced a technical issue that forced you to miss a deadline.
I can't download Respondus Lockdown Browser. What do I do?	If you are unable to download Respondus to your computer, please email the Office of Testing at Testing@atlm.edu at least 24 hours in advance requesting a testing appointment at the Testing Lab. For Respondus issues, please contact https://web.respondus.com/contact/.
Where do I go for ADA Accommodations	https://www.atlm.edu/students/counseling-and-disability-services.aspx
Where can I get advisement and success strategies?	Center for Academic Advising and Student Success

I have a complaint. Where do I go?	Fill out and submit the Student Complaint form
I have an issue with my grade. How may I appeal my grade.	Read the brochure and follow the instructions to appeal your grade.
How do I Withdraw from a Course	Follow the Course Withdrawal Process **here**
I have a Hardship. How do I do a Hardship Withdrawal?	Follow the Hardship Withdrawal Process **here**
To Know the Campus Carry/HB 280 Policy	https://www.usg.edu/hb280/additional_information
Disclaimer	*Information contained in this syllabus and schedule was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. This syllabus should be considered only a guide for instructor and students, not a formal contract between Atlanta Metropolitan State College and any student. The instructor reserves the right, acting within the policies and procedures of AMSC, to make changes in course content or instructional techniques.*