

University of the Incarnate Word

COURSE OUTLINE and SYLLABUS

Course: BIS 2325 – Business Information Processing

Overview of the Course:

The purpose of this course is to familiarize students with critical-thinking & problem-solving techniques to transcend point and click skills and take advantage of all that Microsoft Office 2013 has to offer. I want to provide a meaningful experience working with real world or simulated applications to successfully develop information requirements and support an organization's mission then develop an information system to support those requirements.

This class will also provide the opportunity to:

1. Use microcomputer personal productivity tools to develop business analyses, proposals and other products.
2. Gain expertise in Microsoft Excel and Access 2013.
3. Enable students to continue their own education in areas of information systems technology and applications that may be relevant to their own career success.

Requirements essential to the course

- Ability to use personal productivity software
- Ability to utilize the internet to perform research essential to the course

Required Course Materials

- Your textbook (see below)
- Computer with basic system requirements
- Microsoft Access 2013 and Excel 2013
- Internet Access

Required Text:

TITLE: New Perspective on Microsoft Excel 2013

AUTHORS: June Jamrich Parsons

PUBLISHER: Cengage Learning

VBID: 9781285974309R180

TITLE: New Perspective on Microsoft Access 2013

AUTHORS: Joseph J. Adamski

PUBLISHER: Cengage Learning

VBID: 9781285969688R180

Outcomes of the Course:

Outcomes	Assessments will be a combination of the following:
<ol style="list-style-type: none">1. Demonstrate knowledge of the fundamental skill of Microsoft Excel 20132. Demonstrate knowledge of the fundamental skill of Microsoft Access 20133. Demonstrate the ability to think critically and to communicate complex ideas	<ol style="list-style-type: none">1. Instructor designed quizzes and examinations2. Discussion questions with demonstrate knowledge of the subject3. Hands on and/or written assignments and projects

[Academic Integrity Policy](#)

University of the Incarnate Word is strongly committed to the nurturing of academic excellence. The University expects its students to pursue and maintain truth, honesty, and personal integrity in their academic work. Academic dishonesty, in any form, constitutes a serious threat to the freedoms, which define an academic community. The following definitions and guidelines have therefore been established to secure the maintenance of academic integrity at Incarnate Word.

Professionalism:

Your assignments reflect your abilities to articulate your thoughts in writing, be mindful of your spelling, presentation and organizational skills when writing in discussion and completing your

assignments. I teach this course as a business class, and your grade will be graded using that standard. Your assignments should be complete as if giving it to your boss for review.

IMPORTANT “DROP COURSE” INFORMATION:

- It is the student's responsibility to drop their course within the 100% refund period to avoid assessment of tuition and fees. There will not be a university-initiated drop for non-participation. If you do not plan to attend, you must drop your courses by Friday at 5pm of the first week of the term to be within the 100% refund period. You may do so by emailing your request to virtual@uiwtx.edu. A \$50 administrative fee is applied for all drops from courses offered through the Virtual University.
- ARMY Students must drop their course(s) through GoArmyEd and the drop fee will be waived.

[UIW Course Policies, Guidelines and Accommodations](#)

This course complies with all UIW academic policies and federal guidelines, including but not limited to: academic integrity, disability accommodations, pregnancy accommodations, Title IX non-discrimination, and class absences for religious observances. Current policy statements will be provided to all students through the learning management system and in information provided on the first day of class. Hyperlink takes you to Blackboard, please click on UIW Course Policies, Guidelines and Accommodations tab.

Grading Activities, Criteria and Guidelines

Midterm Exam	15 %	93 - 100..... A
Final Exam	15 %	90 - 92..... A-
Weekly Assignments	40 %	87 - 89..... B+
Discussion	30 %	83 - 86..... B
		80 - 82..... B-
		77 - 79..... C+
		70 - 76..... C
		67 - 69..... D+
		63 - 66..... D
TOTAL:	100 %	60 - 62..... D-
		Below 60..... F

Midterm Exam: Cumulative-objective-type examinations consisting of multiple choice questions and short essay analysis based on topics from the 1st- half of the semester (91 questions).

Final Exam: Cumulative-objective-type examinations consisting of multiple choice questions, technical/programming exercises and short essay analysis based on topics from the 2nd -half of the semester.

Weekly Assignments: There will be 12 weekly assignments (6 for Microsoft Excel and 6 for Microsoft Access) from your books. Homework assignments will be assigned as per class schedule under class meeting schedule below.

Participation, Punctuality and Attendance:

- Attendance: Abide by the UIW Attendance Policy as stated in the Catalog, <https://uiw.smartcatalogiq.com/en/2019-2020/Catalog/VII-Institutional-Academic-Policies/Attendance-and-Religious-Observance-Policies>
- Copies of assignments, tests, exams, and e-mail communication: Save for your records
- Assignments and home works with due dates: Expected to be turned-in on time as per assignment instructions.

Class discussions:

You are expected to be **fully engaged** in class discussion where collaboration is critical. Your questions, comments and observations should reflect knowledge of the assignment(s) for that class, and evidence of some thought about the topic being discussed. Students are expected to read text and complete assignments to participate in class discussions. **Each Monday I will post the week's discussion question.** As a guideline, you will earn the maximum points if your participation enhances the learning of others in the class. You will be required to post your initial post by Wednesday of the week and (70pts) then respond to 2 of your classmate's responses (15pts each). Each of your posts must occur on different dates of that week.

General Key Success Factors---Homework and Individual Project:

- * Clarity
- * Accuracy
- * Communicate clearly and concisely
- * Outline/bullet point style with prose for connectivity
- * Basis for recommendations/conclusions
- * Critical thinking
- * Correct grammar, spelling, punctuation, etc.
- * Be Prepared
- * Be Organized
- * Submit as if your grade/job depended on it. It often does!
- * Make & Sell Recommendations
- * Be interesting
- * Be creative
- * **Effort, Effort, Effort!**

Class Meeting Schedule includes the topics, readings, and/or assignments for each week the class meets online.

Each week you will notice a number in parenthesis. This is the Alternate Learning Equivalencies for this course. It is an expectation for the approximate amount of time (hours) you will spend on each topic each week. Its primary purpose is for accreditation.

Week	Topic/Focus	Homework/Case/Research
1	Getting started with Excel	*Post Bio (1.0) *Excel Review Assignment #1 (2.5) *Excel Review Assignment #2 (2.5) EX 1 & 2 Assignment Due May 10 th by 11:59 PM
2	Calculating Data with Formulas and Functions Analyzing and Charting Financial Data	*Weekly Discussion (1.0) *Excel Review Assignment #3 (2.5) *Excel Review Assignment #4 (2.5) EX 3 & 4 Assignment Due May 17 th by 11:59 PM
3	Working with Excel Tables, PivotTables, and PivotCharts Managing Multiple Worksheets and Workbooks	Weekly Discussion (1.0) Excel Review Assignment #5 (2.5) Excel Review Assignment #6 (2.5) EX 5 & 6 Assignment Due May 24 th by 11:59 PM
4	Midterm Exam	*Midterm Exam (5.0) *Week 4 Discussion (1.0) MidTerm Excel Exam due Sunday May 31 th by 11:59 PM
5	Creating a Database Building a Database and Defining Table Relationships	*Week 5 Discussion (1.0) *Access Review Assignment #1 (2.5) *Access Review Assignment #2 (2.5) AC 1 & 2 Assignment Due Jun 7 th by 11:59 PM
6	Maintaining and Querying a Database Creating Forms and Reports	*Week 6 Discussion (1.0) *Access Review Assignment #3 (2.5) *Access Review Assignment #4 (2.5) AC 3 & 4 Assignment Due Jun 14 th by 11:59 PM
7	Creating Advanced Queries and Enhancing Table Design Using Form Tools and Creating Custom Forms	*Week 7 Discussion (1.0) *Access Review Assignment #5 (2.5) *Access Review Assignment #6 (2.5) AC 5 & 6 Assignment Due Jun 21 th by 11:59 PM
8	Final Exam	*Final Exam (5.0) *Week 8 Discussion (1.0) MidTerm Excel Exam due Jun 26 th Friday by 5:00pm