Instructor Information: Bill Long  STEM Building, Room 312M  (936) 468-1765  wlong@sfasu.edu

Office Hours: (subject to change)  

Optional Materials:  

Course Description: Application Software for Microcomputers - Advanced utilization of spreadsheet software. Utilization of database software. Operating systems and disk management skills. May not be used to satisfy computer science requirements for a computer science or computer information systems major or a computer science minor. Prerequisites: BCIS 1305 or CSIT 1300 or COSC 1301 or CSCI 2302 or CSCI 2311 or MGMT 2372.

Student Learning Outcomes:  
Upon successful completion of the course, students should be able to:  
1. Demonstrate introductory microcomputer operating system skills.  
2. Design and develop advanced electronic spreadsheets.  
3. Design and develop relational database projects.  
4. Demonstrate strategies which can be used to learn new and/or different computer applications.

Course Calendar/Timeline:  
<table>
<thead>
<tr>
<th>General Topic</th>
<th>Approximate % of course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System and Application Development</td>
<td>4</td>
</tr>
<tr>
<td>Spreadsheets</td>
<td>62</td>
</tr>
<tr>
<td>Data Base Management Systems</td>
<td>27</td>
</tr>
<tr>
<td>Exams (plus final)</td>
<td>7</td>
</tr>
</tbody>
</table>

Grading Policy:  
Exams: (80% of the course grade).  
Test 1 (20%) - Intermediate Microsoft Excel, file management, general Windows/PC knowledge  
Test 2 (25%) - Advanced Microsoft Excel; will include topics from TEST 1  
Final (35%) - Comprehensive including new material from Microsoft Access

All exams will include information from previous tests.  There are no exemptions for the final examination. Check the final exam time.  If the final exam time is a problem then you need to drop this course.

Assignments: (20% of the course grade)  
8 – 12 Excel workbook assignments, each considered a separate grading unit (20 points per unit)  
2 – 4 Access database projects, each containing one or more grading units (20 points per unit)  
20 – 30 quizzes, each considered a separate grading unit (points per unit vary)  
Extra-credit assignments may be given, each considered a separate grading unit (points per unit vary)  
At the instructor's discretion, some assignments may not be graded, in whole or in part

Note: you may be given assignments during the last five days of the semester (dead week).

Per SFA Policy 5.4, there is: an amount of student work per credit hour that reasonably approximates not less than one hour of class or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks over a long semester, or the equivalent amount of work over a different amount of time.
SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-campus Resources:**
- SFASU Counseling Services
  - www.sfasu.edu/counselingservices
  - 3rd Floor Rusk Building
  - 936-468-2401

- SFASU Human Services Counseling Clinic
  - www.sfasu.edu/humanservices/139.asp
  - Human Services Room 202
  - 936-468-1041

**Crisis Resources:**
- Burke 24-hour crisis line 1(800) 392-8343
- Suicide Prevention Lifeline 1(800) 273-TALK (8255)
- Crisis Text Line: Text HELLO to 741-741

**Department Information:**
- STEM Building, Suite 312  (936) 468-2508  P.O. Box 13063, Nacogdoches, TX  75962

**Attendance:**
Seating assignments may be made and roll may be taken regularly. Attendance may be used in calculating your final grade. If you come to class, you are expected to be present the entire class period unless you have been given permission to leave early. If you are absent from class, DO NOT ask me to repeat the class lecture. Do not bring food or drinks into the classroom. If you wear large hats, sit on the back row. Keep your feet off of the seat backs. Only students officially registered for the course and approved assistants may attend class.

**Examination Policy:**
All class examinations are considered to be a major part of the course work upon which a large part of the course grade depends. Class examinations will be announced at least two classes prior to the examination. If you have a conflict with another university event, you must contact me well in advance of the examination. In case of an extreme emergency, contact me before the scheduled examination. Failure to do so may result in an examination grade of zero. Make-up exams tend to be much harder than the original! A grade of zero will be assigned for any missed unannounced quizzes.

**Assignment Policy:**
Printed assignments are due at the BEGINNING of class (or by an announced time) on the specified due date. Printed assignments that are submitted outside of class before the specified due date must be given to the Department of Computer Science secretarial staff. Electronically submitted assignments are due at 3:07 AM (or by an announced time) on the specified due date. Any assignment submitted to me after I have collected the assignments from the class is considered to be late. As much as 100% of the total credit may be deducted from assignments that are handed in late. You must keep all of your graded homework and any backup copies of assignments until the final grades have been assigned. PLEASE NOTE: You may be given assignments and cover new material during the last five class days of the semester.

**Drop Policy:**
Last day to: add 05/18; drop without counting toward 6 drop limit 05/20; drop or withdraw 06/15.

**Computer Account Policy:**
All assignments that require the use of the University Computer must be done under the computer account that is assigned to you in this class. You should NOT do other class assignments in this account, and you should NOT do assignments from this class in other accounts.

**Software Policy:**
Disciplinary action will be taken against individuals who perform unauthorized duplication of computer software or who are involved in the unauthorized use of duplicated software.

**Cheating Policy:**
If in my judgement a student is found cheating on an examination, a grade of zero will be assigned as the examination grade and a minimum of one (1) letter grade will be lost in the course grade. A course grade of F may be assigned depending on the situation. A student found cheating on an examination may not drop the course.

All other class assignments are to be done INDEPENDENTLY. If in my judgement two or more people hand in assignments that I judge to be the same, a grade of zero will be awarded to all involved assignments and a minimum of one letter grade may be lost in the course grade. A recurrence of this by any individual will result in a grade of F in the course. Students should save all developmental copies of their assignments so that individual development can be verified to me if I think it is necessary. DO YOUR OWN WORK!!!!!

**Computing Laboratory Usage:**
Students who utilize equipment in university computing laboratories are expected to read and abide by all posted policies for the laboratories.

**Identification:**
A valid student I.D. card AND driver license must be presented on each examination day. (No I.D...No exam...Grade of zero)
College Information:
STEM Building, Suite 406    (936) 468-2805    P.O. Box 13034, Nacogdoches, TX 75962-3034

Program Learning Outcomes
Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses at http://www.sfasu.edu/academics/colleges/sciences-math/computer-science/about/accreditations

General Student Policies

Academic Integrity (A-9.1)
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/student-academic-dishonesty-4.1.pdf

Withheld Grades Semester Grades Policy (A-54)
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/

Acceptable Student Behavior
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

COVID-19 Mask Policy: Changed by SFA President Gordon on 05/18/21
Effective immediately, to comply with an executive order issued today by Governor Greg Abbott, all mask requirements at Stephen F. Austin State University are rescinded.

Governmental entities in Texas are now prohibited from requiring mask wearing, or they will face penalties beginning this Friday, May 21. The SFA Charter School is permitted to continue with its mandates until June 4.

Individuals may choose to wear masks, but they cannot be mandated to do so. Previous requirements that mask-wearing be mandated in classrooms, labs and on public transportation are now lifted.

We continue to encourage everyone to practice proper hygiene, stay home if you are sick, report positive tests in MySFA, and pursue vaccination to keep our community healthy.
Per SFA Policy 5.4, there is an amount of student work per credit hour that reasonably approximates not less than one hour of class or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks over a long semester, or the equivalent amount of work over a different amount of time.

The tentative test and quiz, lecture materials, coverage, and assignment due dates are listed below. Unless otherwise instructed, the tests and quizzes must be taken on the dates listed below. On most class days, you will be given detailed assignment instructions during the class lecture. During the test reviews, some assignment instructions may be covered. The majority of a specified assignments instructions should be given on the date listed below. However, due to class participation and other considerations, the bulk of the instructions for a specified assignment may be shifted forward or backward in time. Coverage of assignment instructions may occur during the reviews for tests. Note that this is a tentative schedule, therefore the selected dates from all columns including the SFASU Academic Calendar and Final Exam dates and times may change. Please refer to the official on-line SFASU calendars, class notes, and your @Jacks email for changes to any and all dates and times listed below.

<table>
<thead>
<tr>
<th>Seq</th>
<th>Day</th>
<th>Date</th>
<th>Tests/Quizzes</th>
<th>Lecture Materials Coverage</th>
<th>Assignments Due</th>
<th>SFASU Academic Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mon</td>
<td>05/17</td>
<td></td>
<td>Class Policies and Information, Excel Review</td>
<td></td>
<td>05/17 Classes begin</td>
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<td>2</td>
<td>Tue</td>
<td>05/18</td>
<td>Quiz 01</td>
<td>Amortize Schedule Instructions</td>
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<td>05/18 Last day to add</td>
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<tr>
<td>3</td>
<td>Wed</td>
<td>05/19</td>
<td>Quiz 02</td>
<td>Amortize Schedule Instructions</td>
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<td>4</td>
<td>Thu</td>
<td>05/20</td>
<td>Quiz 03</td>
<td>GPA Calculation Instructions, Amortize Schedule Instruction</td>
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<td>05/20 Last day to drop without 6 drop limit</td>
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<td>5</td>
<td>Mon</td>
<td>05/24</td>
<td>Quiz 04 - 05</td>
<td>GPA Calculation Instructions, Amortize Quarterly, Amortize Comparison</td>
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<tr>
<td>6</td>
<td>Tue</td>
<td>05/25</td>
<td>Quiz 06</td>
<td>GPA Calculation Instructions, GPA Calculation Instruction</td>
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<tr>
<td>7</td>
<td>Wed</td>
<td>05/26</td>
<td>Quiz 07</td>
<td>Review for Test</td>
<td>Amortize Quarterly &amp; Parse</td>
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<td>8</td>
<td>Thu</td>
<td>05/27</td>
<td>Test 1 (20%)</td>
<td>GPA Calculation</td>
<td>GPA Calculation</td>
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<td>9</td>
<td>Mon</td>
<td>05/31</td>
<td></td>
<td>Memorial Day Holiday</td>
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<td>10</td>
<td>Tue</td>
<td>06/01</td>
<td>Quiz 08 - 09</td>
<td>Salary Instructions</td>
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<td>11</td>
<td>Wed</td>
<td>06/02</td>
<td>Quiz 10</td>
<td>Salary, Sales Instructions</td>
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<td>12</td>
<td>Thu</td>
<td>06/03</td>
<td>Quiz 11</td>
<td>Stock Instructions</td>
<td>Salary</td>
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<td>13</td>
<td>Mon</td>
<td>06/06</td>
<td>Quiz 12 - 13</td>
<td>Stock &amp; Tuition Instructions</td>
<td>Sales</td>
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<td>14</td>
<td>Tue</td>
<td>06/07</td>
<td>Quiz 14</td>
<td>Sale2-Filters Instructions / Review for Test</td>
<td>Stock</td>
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<tr>
<td>15</td>
<td>Wed</td>
<td>06/08</td>
<td>Quiz 15</td>
<td>Review for Test</td>
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<td>16</td>
<td>Thu</td>
<td>06/09</td>
<td>Test 2 (25%)</td>
<td>Sale2-Filters</td>
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<tr>
<td>17</td>
<td>Mon</td>
<td>06/12</td>
<td>Quiz 16 - 17</td>
<td>Intro to Access / EmployeeA-C Instructions</td>
<td>EmployeeA-C</td>
<td>06/18 Last day to drop courses or withdraw</td>
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<td>18</td>
<td>Tue</td>
<td>06/13</td>
<td>Quiz 18</td>
<td>EmployeeD-E &amp; F-J Instructions</td>
<td>EmployeeD-E &amp; F-J</td>
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<td>19</td>
<td>Wed</td>
<td>06/14</td>
<td>Quiz 19</td>
<td>EmployeeD-E &amp; F-J Instructions</td>
<td>EmployeeD-E &amp; F-J</td>
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<td>20</td>
<td>Thu</td>
<td>06/17</td>
<td>Quiz 20</td>
<td>EmployeeK-P Instructions</td>
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<td>21</td>
<td>Mon</td>
<td>06/21</td>
<td>Quiz 21 - 22</td>
<td>EmployeeQ-R &amp; S-U Instructions</td>
<td>EmployeeK-P</td>
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<td>22</td>
<td>Tue</td>
<td>06/22</td>
<td>Quiz 23</td>
<td>HutchInc3 Instructions</td>
<td>EmployeeQ-R &amp; S-U</td>
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<td>23</td>
<td>Wed</td>
<td>06/23</td>
<td>Quiz 24</td>
<td>Review for Test</td>
<td>HutchInc3</td>
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<td>24</td>
<td>Thu</td>
<td>06/24</td>
<td>Final (35%)</td>
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