SAINT MARY'S UNIVERSITY
SOBEY
SCHOOL OF BUSINESS

CISY 1225
Introduction to Computer
Applications
Summer 2014
Section 1A

Instructor: Zahoor A. Khan, PhD   **Office:** SB127

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Day, Time, and Location of Classes, Labs, and/or Tutorials: MW (9pm – 12pm), LA278

Course Web Page: www.cs.dal.ca/~zkhan/1225
Course Prerequisite(s):
Credit Hours: 3

Course Description

This course is an introduction to computers and their use in a number of different environments. The emphasis is placed on learning the use of common business software packages and programming. Other topics will include computer hardware and software, data processing and information systems.

Course Objectives

After completing this course, if you have attended class regularly, read the assigned material, and applied the teaching presented in the course, you will be able to

- Recognize different parts of a Computer System
- Differentiate between system software and application software
- Know the methods of protecting digital data and devices
- Organize and evaluate quantitative data
- Familiar with the techniques used for database management system

Instructional Approach

CISY 1225 is being taught in a specialized computer lab style teaching room (LA278). Each student in the class will be able to access a computer during class time in order to complete practice examples or other tasks as outlined by the instructor. Students will logon to their computers only when specifically asked to do so. During class time the computers in the lab cannot be used for surfing, chatting, gaming or working on other course material. Failure to follow instructions or the guidelines for proper computer use during class time will result in the dismissal of the student from the class. Students are responsible for arranging the textbook and must bring the textbook in the class. Students must know their network username and password. For good grades in this course, it is essential that the student spend quality time outside class hours reading the textbook, working

through examples or exercises in the textbook or distributed in class. You should expect to spend a significant amount of time outside of class time reading the textbook, working through examples or exercises in the textbook or distributed in class, and preparing for class and exams.

MyITLab will be used for textbook exercises, projects, and in-class computer exams of Excel and Access. The access code and course ID are required to do the registration. It is a student's responsibility to do his/her registration on MyITLab website after having the required access code and course ID. If you have trouble in access code or MyITLab, please contact directly to the MyITLab 24/7 technical support team on http://247pearsoned.custhelp.com for immediate assistance. Please don't hesitate to contact me if you find any errors or omissions on the MyITLab page for this course.

Required and Recommended Texts and/or Materials

The CISY 1225 custom textbook is available from the SMU bookstore. This textbook is an edited combination of two Prentice Hall/Pearson textbooks. By this customized textbook, you can have the access of course material at a reduced cost. The textbook comes with a software license for MyITLab (a simulation tool for training in the MS Office 2010 environment). The textbook is essential for success in CISY 1225. MyITLab will be used to do the textbook examples, please make sure you get the access code with the book and do the necessary registration steps as mentioned in the MyITLab registration guide.

Network Accounts

Students can generate their own SMU computer network account using the student ID number (also known as the Banner ID or A number) and the Banner PIN, both of which were mailed to you by the Registrar's office. Follow the instructions available in the campus labs to activate your SMU computer network account. **It is essential that students have an active SMU account to complete the class exercises**. When a student activates their SMU computer network account, the student receives an S number and will also be able to create a network password. The student uses the S number together with the computer network password to access the SMU network and SMU port.

Software/Hardware Requirements

The course CISY1225 is taught using the Microsoft Office 2010 software package and MyITLab simulator on the Saint Mary's University network environment. Consequently, all classes will use MS Office 2010 and MyITLab simulator only. Please note that the software is loaded on the SMU server and is accessible from any PC in the SMU network. MyITLab simulator is an online tool and can be used from anywhere after logging in. MyITLab is enough to do all the textbook exercises without having MS Office installed on your computer; however, projects need both MyITLab and MS Office 2010. Projects and instructions files are required to download from MyITLab. Students use MS Office 2010 to complete the projects and then upload the final files to the MyITLab for feedback/grading. In case if you want to use MS Office 2010 on your home computer or at work, you may choose to download data files from the MyITLab/SMU network to practice or complete in class exercises off campus, but SMU will not assume any responsibility for support or assistance. The SMU software is not available via the Internet.
MyITLab provides a simulator with full functions of the exercises covered in the course. Please note that MyITLab simulator can be used only for this course exercises. It is NOT an alternate of Office 2010.

E-mail

I use the e-mail address listed on Banner to contact students. It is your responsibility to make sure you have registered a working e-mail address with Banner (this is done via http://activate.smu.ca) and that your e-mail account is working properly. It is necessary to use the same email address for MyITLab registration.

Evaluation

Grading Scheme

	Exam Name	Computer	Written	Sub-total
1	Exercises (Ch. 5,6,7,8,9,10,11,12)	0.5*8 = 4 marks	-	4 marks
2	Projects (p5-1, p5-2, p6-1, p7-1, p9-1, p10-1)	1*6 = 6 marks	-	6 marks
3	Midterm	15 marks	15 marks	30 marks
4	Final	30 marks	30 marks	60 marks
	TOTAL	55 marks	45 marks	100 marks

Bonus Marks

		Computer	Written	Sub-total
	Bonus projects (p6-2, p7-2, p9-2, p10-2)	1*4=4 marks	-	4 marks

In order to pass the course, you must receive:
  a) at least 30 out of 60 marks on the final examination; and
  b) a combined mark of at least 50 out of 100 marks on the course

Final grades for the course will be determined as follows:

0.00 to 49.99 marks is F	60.00 to 62.99 marks is C-	70.00 to 72.99 marks is B-	80.00 to 84.99 is A-
50.00 to 59.99 marks is D	63.00 to 66.99 marks is C	73.00 to 76.99 marks is B	85.00 to 89.99 is A
	67.00 to 69.99 marks is C+	77.00 to 79.99 marks is B+	90.00 to 100.00 is A+

Class Conduct

It is expected that students observe common courtesy both with regard to their professor and to their fellow students. Professors have the right to dismiss individuals from class for disruptive behaviors including: late arrivals, excessive noise or conversations not relating to class, sleeping, or inattention. Common courtesy includes punctual arrival to lectures, not leaving a class until its conclusion without prior consent, and not engaging in private conversations during class. While the reading material and in-class assignments cover course material comprehensively, the examples and clarification given by professors in class are usually necessary for complete understanding. **Experience shows that the probability of course failure is directly related to poor class attendance!**

Assessment and Exam Policies

The midterm exam will be administered during regular class time and in regular classroom. You should be prepared to show your Saint Mary's student identification card, if requested by your instructor before the quiz/test/exam.

The exams on computer will be task-oriented assessments **completed in class using the computer and MyITLab.** You will not be able to take these tests without a working SMU network account and MyITLab access. The written exams (paper-and-pencil) will be fairly short and students should bring pencil and eraser with them.

The final exam will be held in 2 sessions. On June 16, 2014, session 1 of the final exam will be done on the computer during class hours. Session 2 of the final exam will be in writing (paper-and-pencil), and will take place on June 18, 2014 during class hours. You must have your <u>Saint Mary's student identification card</u> with you to take the final exam. The final exams will be retained by the instructor. <u>You should come to written exam with pencil and eraser</u>.

There will be no rewrites of midterm exam. Students are responsible to inform the instructor immediately by email in case of absence in midterm exam with an excusable reason. The weight of missed exam will be reallocated with the final exam. <u>Except under dire emergency situations, such as incapacitating illness or injury,</u> you will not be permitted to take any part of the final exam at any time or date other than specified above.

Academic Policies

Academic Integrity Policy and Student Responsibility

As a Saint Mary's University student, you are responsible for understanding and avoiding academic offences, including plagiarism, cheating, and falsification. Working with another person (or in a group) when individual work is required for a grade is considered a form of academic dishonesty.

Plagiarism is when you present someone else's words, ideas or techniques as your own. When you want to refer to someone else's work, you must reference it either by direct quotation or paraphrase (expressing the idea in your own words), which must be acknowledged using correct citation. When you are in doubt about what, when, and how to cite your information sources, consult with me, or the Writing Centre, before submitting your work. Academic dishonesty is a serious offense, so be sure you understand how to correctly acknowledge and use sources when preparing your work.

Plagiarism applies to all forms of information or ideas that belong to someone else (e.g., literary works, computer programs, mathematical solutions, scientific experiments, pictures, website or data).

Furthermore, submitting the same piece of work (even if it's your own) for a grade or credit in more than one course is usually not permitted. The approval of the course instructors involved must be obtained before submitting the assignment.

If you are found in violation of this academic honesty policy, your work is subject to a grade of zero, and you will be reported to the Registrar. If the Registrar finds this is a second offence, you will be referred to the university's Academic Honesty Committee and subject to disciplinary action.

Please read the entire "Academic Integrity" section (Academic Regulation 19) of Saint Mary's Academic Calendar for a complete description of each offence, noting especially the examples of plagiarism and penalties.

Special Examinations

If, due to the most serious of circumstances (e.g., hospitalization, serious illness or other emergency), you are unable to write a required final examination, you may appeal for a special examination.

In the event your request is granted, you will be given only one opportunity to have a special exam. If you miss it, you will receive a grade of F on your final exam. If you think you are going to miss your final exam, you should contact me immediately. Ideally this should be before the exam and no later than 48 hours after the exam is over. You must explain the situation in sufficient detail for me to determine whether or not you meet the criteria of "serious illness or emergency." Hard copy, documentary evidence supporting your request should be delivered to me no later than one week after the missed exam. Vague or incomplete information (for example, a doctor's note indicating 'excused from school') is not adequate to obtain a special exam. If I deny your request for a special examination, you may appeal that decision to the Special Exam Request Review Panel whose decision will be final. Written appeals can be submitted to the Panel through the Program Office.

Syllabus Changes

The syllabus and/or schedule may be modified by the instructor at any time, if it is necessary to do so. Notification of such changes together with the reason for the change will be made in class or by other means including e-mails to students or an announcement on the course website (www.cs.dal.ca/~zkhan/1225). It is the responsibility of the student to keep track of changes by attending class, announcements on course website or checking emails.

Students with Special Needs

If a student has a disability that may prevent him/her from the participations of class activities, please contact The Atlantic Centre: http://www.smu.ca/administration/atlcentre/ as soon as possible. Every reasonable accommodation will be made to make sure that all students have an opportunity to learn and benefit from the course.

Weekly Schedule

Lecture #	Dates	Topics	Required Reading	Projects/Test/Exams Type
		CISY 1225-1A Summer 2014 (Instructor: Dr. Zahoor Khan)		
1	May 5	Introduction to the course **Looking at Computers**: Understanding the Parts	Chapter 1	
2	May 7	**Introduction to Excel**: What can I do with a Spreadsheet [Exercises, Projects (p5-1, p5-2)]	Chapter 5	**Projects (p5-1, p5-2)**
3	May 12	Continue Chapter 5 Practice		
4	May 14	Excel - **Formulas and Functions**: Math Basics for Spreadsheet Use [Exercises, Projects (p6-1, p6-2)]	Chapter 6	**Projects (p6-1, p6-2)**
5	May 19	Excel – **Charts**: Delivering a Message [Exercises, Projects (p7-1, p7-2)]	Chapter 7	**Projects (p7-1, p7-2)**
6	May 21	Excel – **Datasets and Tables**: Manipulating Worksheets and Table Management	Chapter 8	
7	**May 26**	**MID TERM**	**Chapters 1, 5, 6, 7 and 8**	**Test (Computer + Written)**
8	May 28	**Introduction to Access**: Finding Your Way Through a Database [Exercises, Projects (p9-1, p9-2)] Access - **Relational Databases:** Designing Databases	Chapter 9 Chapter 10	**Projects (p9-1, p9-2)**
9	June 2	Continue Chapters 9, 10 [Exercises, Projects (p10-1, p10-2)]		**Projects (p10-1, p10-2)**
10	June 4	Practice Chapters 9, 10		
11	June 9	Access – Single-Table and Multi-Table **Queries** [Exercises] Access – Create and Edit **Reports** [Exercises]	Chapter 11 Chapter 12	
12	June 11	Using **System Software**: The Operating System, Utility Programs, and File Management **Securing your System**	Chapter 2 Chapter 4	
13	**June 16**	**FINAL COMPUTER EXAM** **Excel and Access - requires use of classroom computer**	**Chapters 5, 6, 7, 8, 9, 10, 11, 12**	**Test on Computer**
14	**June 18**	**FINAL WRITTEN EXAM**	**Chapters 1, 2, 4, 5, 6, 9, 10**	**Written**