

CISC 250 – Advanced Microcomputer Applications - Fall 2007

Instructor:

Michael E. Ruth, Ph.D.

Office: Akeley Hall, Room 234

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Office Hours: M W F 9:00 am - 11:00 am

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Course Description:

This course emphasizes the use of computer-based information systems and application software to structure and solve real-world problems which can arise in any discipline. In addition, students will be introduced to the use of software applications to enhance decision making in the workplace.

Texts:

Succeeding in Business with Microsoft Office Excel 2003: A Problem-Solving Approach, by Gross, Akaiwa, Nordquist, & Littlefield. ISBN: 0-619-26740-2

Grading (tentative):

Exams (TBD)	60%
Quizzes (TBD)	10%
Homework (TBD)	30%

Grading Scale:

90-100%	A, A-	Sub-grading Scale:
80-89%	B-, B, B+	7-9 +
70-79%	C-, C, C+	3-6
60-69%	D-, D, D+	0-2 -
0-59%	E	

Class participation:

You are expected (and *strongly* encouraged) to attend and *participate* in all lectures. However, your attendance (physical presence) is not a formal requirement and, therefore:

You are responsible for all material covered including all lectures, handouts, and announcements given via email, during class, or on the course web page

No make-up exams will be given *without proof* of an excused absence.

Academic Honesty:

You must adhere to Lock Haven University of Pennsylvania's policies regarding academic honesty. Academic dishonesty of any form will not be tolerated and appropriate action will be taken per University policies.

Disabilities:

Students with disabilities are encouraged to discuss requests for reasonable accommodations with the professor at the beginning of the semester. In order for accommodations to be provided, your disability must be verified by Dr. Reynol Junco, Director of the Office for Disability Services, 104 Russell Hall, (570) 484-2926.

Etiquette

- Come to class *on time*. *If you do come late*, quietly find a seat and take it with as little disturbance as possible. If you must leave the room – do so quietly.
- As you walk into class, kindly ***silence all beepers, cell phones***, and any other noise-producing equipment.
- Depending on the overall punctuality and attendance patterns, **I may institute stricter policies over the semester** (these policies will not be retro-active).

How to succeed in this class:

- Read the assigned reading in the book *before and after* the class.
- Pay attention and participate in the class discussions.
- ***If you don't understand something get help early!***