# BIS 260
Microcomputer Applications
Winter 2001

## Section 54050

<table>
<thead>
<tr>
<th>MW 1400-1515 hrs.</th>
<th>SCHDR 1145 (classroom)</th>
</tr>
</thead>
</table>

Moving to Computer Classrooms
Mondays: SCHDR 2250
Wednesdays: SCHDR 2230

Dr. Alan Rea

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rea@unix.cc.wmich.edu
1CQ: #48731283
Nickname: DocRea
Phone: 387-4247

Mailbox: 3310 Schneider Hall

Office Hours:

**WMU Office Hours**
MW 1245-1345 hrs.
R 1400-1600 hrs.

**Virtual Office Hours**

Asynchronous: By Email and Discussion List at 260@list.docrea.net

Synchronous
As needed via ICQ

Either WMU or Virtual
Also available by appointment

Course Site
http://unix.cc.wmich.edu/rea/260
The **Haworth College of Business** is dedicated to delivering the best undergraduate business program in Michigan and surrounding states (Wisconsin, Illinois, Indiana, and Ohio) by the year 2006.

**Prerequisite**

BIS 102, BIS 110, or Equivalent.

**Course Description**

BIS 260 is a programming and integration skills course about developing business solutions that access data, and automating business processes and routine tasks by using current microcomputer software packages and objects-oriented programming language such as Visual BASIC for Applications (VBA). Students will learn to automate content creation, handle events, write function and procedures, customize menus and toolbars, and create components for integration into business applications.

**Course Objectives**

/ Learn how to use Visual Basic tools and work in the VBA environment  
/ Design easy-to-use interfaces  
/ Create applications that look and feel like Windows-based products  
/ Automate tasks based in Microsoft Office suite

**Course Text**


**Other Materials**

/ A box of 3.5 HD 1.44 MB diskettes (New Package with labels. PC Format.)  
/ Stapler  
/ UNIX Class Account (You will obtain via WMU ID card swipe. It will be needed for many functions in class, such as online discussion.)  
/ Access to a computer running Windows 95/98/2000/NT and Office 2000. (Office 2000 is needed for most of the exercises in this course. Office 97 will work for a few. We will assume Office 2000 for the course.)  
/ World Wide Web Materials --especially the course site (http://unix.cc.wmich.edu/rea/260)  
/ Supplemental Materials (provided by the Instructor -- most in the form of hyperlinks)  
/ ICQ (If you want to use synchronous Virtual Office hours.) (http://www.icq.com)

**Class Format**

About one-third of the class time will be spent in lecture and discussion which will be heavily supplemented and extended via electronic communication (e-mail, discussion list, and Virtual Office hours). All remaining time will be spent in the Computer Classroom devoted to the "hands-on" application skills and knowledge.
Course Endeavors

Assignments (550 Points)

A major part of this course. Students will complete a variety of assignments for the course. Check the Course Site for more details.

Labs and Quizzes (150 Points)

We will spend much time working on labs in class to prepare for the assignments. In addition, throughout the semester there will be brief unplanned explorations into your knowledge and skills base. Labs and Quizzes cannot be made up.

Exams (300 Points)

There will be 3 tests given during the semester. Check Course Site for test dates and additional details.

General Information

Assignments

All assignments are due at the beginning of class. There are no exceptions. If you know of an upcoming absence, you can discuss it with me and we will make arrangements. (In most cases, this means turning it in the class prior to the due date.)

Labs

There will be many labs throughout the semester and all work will be completed and turned in at the end of the lab meeting.

Labs cannot be made up in any case. Labs require you to be in class to earn the points.

Exams

There will be 3 exams given during the semester. You are required to take the exams.

Due Dates

Due dates are firm. All assignments are due on the due date. Late work will not be eligible for any credit unless there are extenuating circumstances. If, for emergency reasons, you are unable to turn in your assignment on time, inform me immediately. (Contact me at least 24 hours prior to when the assignment is due. Ten minutes prior is not acceptable.)

Please note that late assignments without prior approval will not be accepted and therefore not evaluated. Finally, if I do approve a late assignment, it will not receive full credit. Approved late assignments will have 10% of the possible score deducted for each day late.
Attendance

Sessions are premised on your presence. Sessions include information far beyond that found in the texts. Therefore, I expect you to be here. A pattern of absences and/or lateness will have an impact on your grade.

Remember, if you miss a class you are still responsible for any material and class work that you miss.

Ultimately, the class needs you here, and you need to be here. There is no way to duplicate class instruction, discussion, and labs. Missing classes can result in serious problems that show up in your assignments. Finally, although there are no guarantees, we will have fun every once in awhile (believe it or not).

Participation

To participate, you must be present and pay attention to the class task or discussion. Class comments are assessed on quality, not quantity—to a point. Some assignments and in-class work will require group work, and for others it will be an option. Those who work well in groups are people who follow directions, contribute to the work of the group, stay with the assigned task, and complete it effectively in the time allotted.

Respect and Intellectual Freedom

Many opportunities for debate and discussion abound in this course. You also will have many opportunities to work with classmates who espouse different views and opinions. While we can always discuss ideas and issues openly, we must also respect one another as human beings.

Responsibility

You are, of course, responsible for your individual work in this class. However, if you are working on a group exercise, you are also responsible to others as well and need to do your share. If you are commenting on a classmate’s assignment, you are also responsible for providing helpful advice and feedback.

Academic Integrity

Absolute academic integrity is expected of all students. Your catalog spells out definitions of academic dishonesty (pages 54-55). Note especially the definition of plagiarism that is “presenting the work of another as [your] own.” (This definition includes material taken from electronic sources.) The entire student code can be found at http://www.studentworld.wmich.edu/sja/studentcode.html

Also please note the University's policy on computer misuse: "Computer misuse is disruptive or illegal use of computer resources." Any evidence of academic dishonesty may be pursued by the instructor. This code can be found at http://www.wmich.edu/docs/docs/services/rules_comp_resources.html
Turning in Work

All work that you submit should be as clean and correct as possible. Except for your signature, nothing handwritten should ever appear on your work. **A cover page is required for all assignments. (This is not the case with labs.)**

**Do your own work. Do not work on an entire assignment step-by-step with other students (unless directed by the instructor). Identical errors or copying in any work will result in a grade of zero for all involved parties.**

Finally, all students are treated equally and fairly. There will be no make-up work or extra projects for any individual student.

Scheduled Work

This class requires you to work on numerous assignments throughout the semester. **To be successful, it is important for you to keep up with the schedule and check it frequently.**

While I reserve the right to make changes as the semester progresses, we will always discuss and agree to major changes in the schedule.

Communication

**Course Website and Class E-mail Account**

You are responsible for reading the postings and announcements on the Course Website, the discussion list, and your class e-mail account. You should also check the Course Website for resources, schedule updates, special instructions on assignments, etc. Keeping up to date with that material is almost as important as attending class.

**Course Discussion List**

The preferred means of electronic communication for this course. Use the discussion list to ask questions concerning the course work, pose ideas about technology, share useful Websites, etc. I will also post all announcements via the list.

To join the list, send an e-mail from your UNIX account (or another frequently used account) to:

imailsrv@list.docrea.net

with

subscribe 260 <your firstname> <your lastname>

in the message body.

Please note: If your name was Pat McShea you would send an e-mail with

subscribe 260 Pat McShea

You will only be able to post to the discussion list from the account(s) you sign up with.
E-Mail

If you leave e-mail, **in most cases you will have a response within 24 hours** after I receive the e-mail.

**Use your UNIX e-mail for course correspondence other than the discussion list. If unable to use your UNIX account for some reason, please sign e-mail with your name and UNIX ID.**

Use the subject line to help me identify an e-mail is coming from this course. Putting **BIS260** at the beginning will help me sort my numerous daily e-mails and address yours. For example, you might use the following Subject line:

**Subject: BIS260 – Illness**

Voice Mail

If you leave a voice mail message, begin by stating the day and time you are placing the call, and enunciate clearly. Provide enough information so that it is easy to understand the purpose of your call. If you wish your call returned, leave your number and the times you can be reached. Voice mail “turn-around” time is not guaranteed.

Problems

If you find yourself having trouble in this class, you are responsible for talking about the nature of your difficulty while there is still time left to do something about it.

Questions

If you have any questions about this syllabus or other class matters, please feel free to discuss these issues during office hours or at some mutually agreeable time, or e-mail or call.

Grading and Evaluation

You are responsible for keeping track of your grades and progress in this course. Save all your graded work so that you will have a complete record of your scores.

Your grades will be periodically posted. You are responsible for checking your grades and reporting (and proving) any errors in your record within one week of the posting.

You are responsible for knowing what happened in class, including changes in assignments or due dates, regardless of whether you attend. You are responsible for reading the textbook and for asking questions about material that you don't understand.

Grading

You will be evaluated based on your performance in various assignments, labs, quizzes, and exams throughout the semester to demonstrate your understanding of various concepts and your VBA proficiency.

<table>
<thead>
<tr>
<th>Grading Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>550</td>
</tr>
<tr>
<td>Labs and Quizzes</td>
<td>150</td>
</tr>
<tr>
<td>Exams</td>
<td>300</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
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**BIS 260**
Final Grade

Final grades will be based on accumulated points:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>930-1000</td>
</tr>
<tr>
<td>BA</td>
<td>880-929</td>
</tr>
<tr>
<td>B</td>
<td>830-879</td>
</tr>
<tr>
<td>CB</td>
<td>780-829</td>
</tr>
<tr>
<td>C</td>
<td>730-779</td>
</tr>
<tr>
<td>DC</td>
<td>680-729</td>
</tr>
<tr>
<td>D</td>
<td>600-679</td>
</tr>
<tr>
<td>E</td>
<td>Below 600</td>
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Make-Up Exams

Students are expected to take the scheduled exams. No make-ups will be scheduled unless there are exceptional circumstances. There will be no "early" exams. Plan on taking the exams when they are scheduled.

Incomplete Policy

This is a temporary grade that the instructor may give to an undergraduate student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the semester or session.

This grade may not be given as a substitute for a failing grade.

A grade of “I” must be removed by the instructor who gave it or, in exceptional circumstances, by the department chairperson. If the unfinished work is not completed and the “I” grade removed within one calendar year of the assignment of the “I,” the grade shall be converted to an “E” (failure). Students who receive an incomplete grade in a course must not reregister for the course in order to remove the “I.”

Disks

I have asked you to purchase a box of 3.5 diskettes because we will be using them quite frequently in this class. You might even find that you need more than a box of ten as the class progresses. I have only recommended what I consider to be the minimum requirement.

Since you will depend on these disks, I recommend you purchase a carrying case or disk box for these disks. Disks can become easily damaged if not properly cared for.

Damaged or missing disks are not an excuse for incomplete assignments.
Identifying Assignments

Labs

Since labs are done and turned in each class, all you need to do is type your Name, UNIX ID, Lab Number, and Date on the lab.

Assignments

Assignments are much more involved than labs. When you turn in each assignment, you'll want to make sure that it is:

1. Complete (includes all the Exercises for the particular Tutorial)
2. Has your name, UNIX ID, date, and exercise number on each page
3. Stapled together (no paper clips) on the bottom left corner
4. Includes a cover sheet. Here is an example:

```
BIS 260  
Dr. Rea  

Name:  
UNIX Class ID:  
Date:  
Assignment:  

Signature: 
```
