

Mission Statement:
"Preparing ethical leaders for the
global business community."

Section G 1 – Mondays 12:00p – 12:50p
Section G 2 – Tuesdays 11:00a – 11:50a
Section G 3 – Wednesdays 3:00p – 3:50p

Syllabus
CISQ 170

snap2007.emcp.com
Spring Semester 2012

Course Contact: karengarnett@drury.edu

Check your Drury email for other announcements and information.

Course Description

Students completing a major in accounting, computer information systems, economics, finance, management, marketing or arts administration, or a minor in business administration, are expected to possess computer proficiency in critical business productivity tools (word processing, spreadsheet, and presentation). Competency will be assessed through the administration of a proficiency exam. *Offered for satisfactory/unsatisfactory credit only.*

Course Objectives

Students will exhibit computer proficiency in critical business productivity tools (word processing, spreadsheet, and presentation) by earning at least 70% on **one** Scored Exam during Spring Semester 2012.

General Course Information

Each student is required to purchase a **SNAP 2007 Activation Code**. The activation code can be purchased the first day of class. The cost is \$24.00 and can be paid by cash, check, or charged to your Drury student account. Debit or credit card sales are not permitted. The student's unique Activation Code cannot be used more than one semester. The **Enrollment Code** for this course during Spring Semester 2012 is **DUspring2012**. **Attendance each week is required until you pass the test.**

Tutorials & Practice Exams

In addition to experience with Office 2007's Word, Excel, and PowerPoint, use of SNAP 2007's Tutorials and Practice Exams at snap2007.emcp.com will aid the student in attaining the "Satisfactory" credit required for completion of CISQ 170 (earning at least 70% on **one** Scored Exam). Although the Tutorials and Practice Exams are not graded, they are strongly recommended as tools for the student to use in reviewing and practicing the software components (Excel, Word, PowerPoint) which Scored Exams will test. **Practice Exams and Tutorials may be accessed anywhere the student has Internet access (and appropriate security privileges)**. NOTE: The Practice Exams are in the same format as the proctored Scored Exams (45 skill items, 5 attempts per item, 50 minute time limit).

Scored Exams

In order to attain "Satisfactory" for completion of CISQ 170 the student must score at least 70% on **ONE** Scored Exam. **You are required to attend class each week until you pass. Scored exams will be given each week during your regularly scheduled class period. Scored Exams not taken during class with the instructor or proctor present will not be accepted.**

Course Schedule:

Tutorials and Practice Exams are available anytime online during the duration of the class.

Scored Exams are given during your regularly scheduled class. Weekly attendance is required until you achieve a 70% or better on the test.

See important information on reverse side.

Info Sheet
CISQ 170
snap2007.emcp.com
Spring Semester 2012
Course Contact: **karengarnett@drury.edu**



- Purchase a **SNAP Office 2007 Activation Code**. The cost is \$24.00 and can be paid by cash, check, or charged to your Drury account. Credit and debit cards are not permitted. **An Activation Code cannot be used for more than one semester.**

1st time to use SNAP 2007:

- Go to **snap2007.emcp.com**
 - Click “Sign Up” under “New Student?”
 - Fill out form:
 - “Choose your username and password”
 - Complete the “More details” section.
 - “Course Enrollment”
 - “Enrollment Key”: **DUspring2012**
 - “Activation Code”: **found in your User Guide**
 - Click “create my new account”

All other times to use SNAP 2007:

- Go to **snap2007.emcp.com** and use the User Log-In section.
 - “User Name”: you created
 - “Password”: you created

When logged onto snap2007.emcp.com:

- You may access
 - Syllabus
 - Practice Exams (4 in the same format as your scored exam and available all Semester)
 - Tutorials (available all Semester)
 - Scored Exams (Available only during class: ID verification may be required)

FAQs:

- When may I first log in? When you purchase your activation code.
- Why are Practice Exams recommended as good preparation tools? Because they are in the same format as the Scored Exams (45 skill items, 5 attempts per item, 50 minutes) and will help you get past the “what’s the test like” hurdle.
- If I can’t remember my “User Name” or “Password” can anyone help me? There is a “Forgot Your User Name or Password” option on the SNAP website that will send your information to the email address used during online SNAP sign-up.
- Am I penalized if I take a Scored Exam and do not pass it? No. You may take as many scored exams as you need to achieve the 70% passing score.
- What happens after I pass a Scored Exam? After you make at least 70% on one Scored Exam you are finished with CISQ 170. You no longer need to attend each week.
- Where do I go to get help outside of class time? email me: **karengarnett@drury.edu** or stop in to Springfield Hall 221.

IMPORTANT NOTE: Students who have not satisfactorily completed this course (passed the proficiency exam) cannot be admitted into the Breech School of Business Administration and, therefore, cannot enroll in courses for which this exam is a prerequisite.

See important information on reverse side.

Students with Disabilities:

Drury University is committed to providing a hospitable and supportive environment to qualified students with diagnosed disabilities and to comply fully with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

Day Students: Services for students with disabilities are coordinated by the Director of Disability Support Services. Students are encouraged to present appropriate and current documentation of their disability within the last three years before their first semester of classes. Accommodations will be determined by the Director of Disability Support Services based on the documentation. Students will be empowered to communicate this disability and classroom learning needs to their faculty each semester. The Director of Disability Support Services, Ed Derr, may be contacted by visiting Findlay Student Center, room 114, by calling (417) 873-7457, or email ederr@drury.edu.

Continuing Studies Students: Services for students with disabilities enrolled in Continuing Studies are coordinated by the Coordinator of Disability Services for CGCS. Students must present appropriate and current documentation well in advance of their first semester of classes. Accommodations will be determined, based on documentation, and communicated to faculty each semester, with the consent of the student. The Coordinator of Disability Services may be contacted by visiting Bay Hall, room 134, or by calling (417) 873-6881.