
BUS 120: Business Computer Applications I: Web-based

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Office Hours: Varies by semester

Catalog description: The focus of the course is to provide students with the computer and information system skills to support computer requirements for the School of Business program and meet essential business career demands. The course will cover an introduction to computers and information system technologies. In addition, the goal of the course is to learn basic skills in the Windows operating system, Internet essentials (including e-mail) and Microsoft Office 2007. Make sure you have all of the applications in the Office 2007 suite (Microsoft Office Professional 2007), including Word, Excel, PowerPoint **and Access**. (The student version does **not** come with Access, and you will need Access.) You must have Office 2007 to complete the course. Previous versions such as Office 2003 will not be acceptable for the course.

Course Credit: 3.0 semester hours

Course Objectives: Adapted from the International Computer Driving License: <http://www.icdlus.com>

- ☞ To understand the *basic concepts of information technology* including the physical make-up of a personal computer, the context for computer-based software applications in society, security and legal issues associated with computers, and the use of information networks with computing.
- ☞ To demonstrate knowledge and competence in *using the computer and managing files*.
- ☞ To demonstrate the ability to use a *word processing* application on a personal computer (Word).
- ☞ To understand the basic concepts of *spreadsheets* and demonstrate the ability to use a spreadsheet application (Excel).
- ☞ To understand the basic concepts of *databases* (Access).
- ☞ To demonstrate the ability to use *presentation tools* on a personal computer (PowerPoint).
- ☞ To understand basic concepts of *information and communication* including the ability to accomplish search tasks using a Web browser and the use of electronic mail software to send and receive messages, to attach documents, and organize and manage folders.

Required Textbooks: The ASC Bookstore has implemented a new online ordering system. If you use this system, you will need the section number for the course as follows: **#555**

1. Hinkle, D., Graves, P., Juarez, J., Stewart, K., Mayhall, A. and Carter, J. (2008) *Microsoft Office 2007, Professional Approach Series*. Boston, MA: McGraw-Hill.
ISBN-10: 0-07-337351-6
ISBN-13: 978-0-07-337351-5
2. Shelly, G. B., Cashman, T.J. & Vermaat, M.E. (2010). *Discovering Computers Fundamentals, 2010 Edition*. Boston, MA: Thomson, Course Technology.
ISBN-10: 0-495-80638-2; ISBN-13: 978-0-495-80638-7
NOTE: This is the latest edition of the book. You may also use the previous edition (Fourth Edition) if you can find that cheaper. There is little difference except a few updates in the 2010 edition.
3. Course Technology. Windows Internet Explorer 7 CourseNotes card.
ISBN 13: 978-1-4239-1177-7 © 2008
ISBN 10: 1-4239-1177-6

4. Course Technology. Microsoft Windows Vista CourseNotes card*
 ISBN 13: 978-1-4239-1246-0 © 2008
 ISBN 10: 1-4239-1246-2

***Note:** Even though the card is for Vista, Vista is not required. If you have Windows XP, the information on file management, etc. is still applicable.

Other requirements: ASC E-mail account, USB flash drive (recommended for backup);

Assignments and Grading:

Online courses begin officially a week after campus courses begin. However, Below are the graded activities for the course. Discussion denotes a requirement to post an answer to the Discussion Tool of WebCT. For the Assessments, you must click on the Assessment Tool. Assignments are to be uploaded in the Assignments tool. **Any deviations from these dates must be approved by the instructor prior to the due date** in order to be accepted.

| | | Points | |
|-----------------------------|--|--------|-----|
| Activity 1a | Discussion: Introduction | 3 | |
| Activity 1b | Assessment: Honesty Policy | 2 | |
| Activity 2 | Assignment: Email | 5 | |
| Activity 3 | Assignment: Windows Exercise | 3 | |
| Activity 4 | Assignment: File Management Exercise | 5 | |
| Activity 5 | Assignment: Computer Genius Exercise | 3 | |
| Activity 6 | Discussion: Share your favorite Web site | 3 | |
| Activity 7 | Assignment: Web Search (3 points Extra Credit) | | |
| Activity 8 | Assignment: Library Search | 5 | |
| Activity 9 | Discussion: Application software | 3 | |
| Project 1 | Assignment: Word 2007 Project | 30 | |
| Project 2 | Assignment: Word 2007 Project | 30 | |
| Activity 10 | Assignment: Word sections (3 points Extra Credit) | | |
| Exam 1 | Assessment: This is the only exam that is open during the entire first section so you may take it any time you are ready. | 100 | |
| Word Lab Exam | Attachment through Private Mail | 50 | |
| Points for Section 1 | | | 242 |
| Activity 11 | Discussion: Buying a computer | 5 | |
| Project 3 | Assignment: Excel 2007 Project | 30 | |
| Project 4 | Assignment: Excel 2007 Project | 30 | |
| Exam 2 | Assessment | 100 | |
| Excel lab Exam | Attachment through Private Mail | 50 | |
| Points for Section 2 | | | 215 |

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|-------------------------------------|-------------------------------------|-----|------------|
| Project 5 | Assignment: PowerPoint 2007 Project | 30 | |
| Project 6 | Assignment: Access 2007 Project | 30 | |
| Exam 3 | Assessment | 100 | |
| PowerPoint & Access Lab Exam | Attachment through Private Mail | 50 | |
| Comprehensive Final Exam: Proctored | | 100 | |
| Points for Section 3 | | | 310 |
| Total Points for Course | | | 767 |
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Even though the exams are online, **they are closed book, no notes**. The best way to study for online exams is to review the PowerPoint presentations and study guides for the chapters in the Discovering Computers lessons.

Academic Integrity: Adams State College, to preserve academic integrity, does not tolerate academic dishonesty (misconduct). Academic dishonesty is considered a serious offense, and any student found in violation may face reprimand, lowered grade(s), probation or suspension from the course, major, or college. Each student is required to practice and adhere to the principle of academic integrity while undertaking studies at Adams State College.

Academic dishonesty defined: The list includes: Collaboration on homework when instruction called for independent work. The projects in this class are independent projects, not group projects. While you may ask for help or explanations, students should not make copies of the same file and turn them in as separate projects. In other words, **DO YOUR OWN PROJECTS!** You will be asked to read the information on academic honesty and accept a statement that you have read and understood the information. Sharing project files is considered a breach of academic honesty, and you will get a 0 for the project. A second breach will result in an F for the course.

Missed examinations: If you miss a 100-point regular online exam, the comprehensive final exam will count double. The final exam must be proctored. Contact Extended Studies for information about proctors. The form to request the final exam is included in the course on the introduction page, along with the section deadlines and exam dates. **Be sure to send in the examination request form at least 3 weeks prior to the exam date to allow for mailing time.** I will also post a copy of the exam request form at the end of section 2.

Grading Scale

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|----|----------|
| A | 90 – 100 |
| A- | 89 |
| B+ | 88 |
| B | 80 – 87 |
| B- | 79 |
| C+ | 78 |
| C | 70-77 |
| C- | 69 |
| D | 60 – 68 |
| F | Below 60 |

Alternative grading: You may choose to have your grade based on examinations alone. Your final grade will be your total points earned on examinations divided by 550. This is similar to “testing out”.

Technology proficiency: As of the fall semester, 2000, incoming freshmen must meet the technology proficiency requirement. If you choose to meet the requirement by taking this course, you must receive a grade of C- or better.

Documented Disabilities:

ASC's Affirmative Action Office determines appropriate accommodations through consultation with the student. If you have a disability and have not yet met with staff in that office, I encourage you do so at your earliest convenience. To make an appointment, please call (719) 587-8213.

Course Content:

Section 1:

E-mail basics; SquirrelMail
Windows XP or Vista operating system
File management
Discovering Computers: Chapter 2
Internet, World Wide Web, Internet Explorer
Search the Web, Boolean operators
How to use the ASC Library Web site
Word 2007
Discovering Computers: Chapters 1 and 3
Exam #1 and Lab Exam #1 (Word)

Section 2:

Discovering Computers: Chapters 4 - 6
Excel 2007
Exam #2 and Lab Exam #2 (Excel)

Section 3:

Discovering Computers: Chapters 7, 8, and 10
PowerPoint 2007
Access 2007
Exam #3 and Lab Exam #3 (PowerPoint and Access)

Comprehensive Final Exam (Proctored)

Have a great semester!