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## BUS 320: Business Computer Applications II: Web-based

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**Campus Office Hours:** By semester (check Web page above)

**Course description:** The focus of the course is to explore application software on a comprehensive level to gain expertise to support decision-making and manage information. We will study intermediate Word and Excel applications; intermediate to advanced PowerPoint, intermediate Access, and integration of Office applications. We will be using the latest version of Office: Microsoft Office 2007.

### Course Objectives:

1. demonstrate proficiency of intermediate and advanced concepts of PowerPoint by:
  - a. analyzing a presentation task and the target audience to create and design an appropriate presentation
  - b. illustrating and presenting well-designed information displays
  - c. constructing presentations using intermediate and advanced tools including custom animation, timings, original backgrounds, tables, charts, diagrams, music, and sounds
  - d. preparing presentations for print and Web distribution
2. demonstrate proficiency in the intermediate features of a word processor (Word) by:
  - a. analyzing a task and selecting an appropriate document or template
  - b. creating and inserting tables, charts, and SmartArt diagrams into documents to display information
  - c. creating and formatting a newsletter using columns, section breaks, pictures, Shapes, and other appropriate intermediate features
  - d. distributing a printed newsletter using mail merge
  - e. sharing and reviewing information by using features such as track changes and compare and merge
3. demonstrate proficiency in making decisions and analyzing data using intermediate and advanced features of a spreadsheet application (Excel) including:
  - a. analyzing a task and developing an appropriate spreadsheet layout
  - b. formulating a solution to a problem, developing a what-if scenario, or making a decision by creating formulas and selecting appropriate functions and decision-making tools including:
    - i. Scenarios
    - ii. PivotTables and PivotCharts
    - iii. 1-input data tables and 2-input data tables
    - iv. Goal Seek
  - c. improving the display of data by formatting the spreadsheet using intermediate formatting capabilities
  - d. creating and formatting charts to visually display information
  - e. improving efficiency in the use of spreadsheets by consolidating data, protecting data, and creating custom views and workspaces
4. demonstrate proficiency of intermediate database design and tools (Access) by:
  - a. designing and planning business databases
  - b. creating and modifying forms and reports
  - c. retrieving useful information by creating and designing advanced select queries
5. integrating Microsoft tools to solve problems, make decisions, and present information

## Required Textbooks:

It is important that you have the right textbooks to get started. It will be tough to meet the first section deadline if you have to wait 2 weeks to get your books. The ASC Bookstore will have them in stock so order early! They are listed on the syllabus, but I'm repeating the information here so you can order them if you don't have them.

I put together a compilation of chapters to try to reduce the cost of the textbooks. There wasn't one textbook that covered everything I normally cover in the course, so the publisher copied just the chapters I will use. You can purchase this in two ways.

1. Purchase the Primis Custom Textbook from the ASC Bookstore by calling Loretta at: (719) 587-7912  
ISBN: 978-0-390-57234-9
2. Purchase the e-book from the publisher. The e-book cost is \$54.06.  
[Instructions on how to purchase ebook](#)

## Alternative:

Purchase the four individual books from which the copies were made. The books also include chapters that were covered in BUS 120. If you can find used books online, here is the information for the four individual books.

Hinkle, Deborah. The Professional Approach Series: Word 2007. McGraw-Hill. 2008  
ISBN: 978-0-07-351919-7

Graves, Pat R. and Mayhall, Amie. The Professional Approach Series: PowerPoint 2007. McGraw-Hill. 2008. ISBN: 978-0-07-351918-0

Stewart, Kathleen. The Professional Approach Series: Excel 2007. McGraw-Hill. 2008  
ISBN: 978-0-07-351921-0

Juarez, Jon and Carter, John. The Professional Approach Series: Access 2007. McGraw-Hill. 2008  
ISBN: 978-0-07-351920-3

**Other requirements:** ASC E-mail account and USB drive (recommended)

## Section Deadlines

The course consists of four sections. Each section has a deadline. All projects and activities for that section are due at midnight on the deadline. The 48-hour period following the section deadline is the examination period. A schedule will be posted on the syllabus each semester in the course.

## Assignments and Grading:

Activities (see breakdown)	55	points
Projects: 6 projects @ 30 points each;	180	points
Examinations: 4 @ 100 points each:	400	points
Comprehensive Final exam: 100 points	100	points
Drop lowest test	<u>(100)</u>	points
Total	635	points

## Schedule

	Assignment	Point Value
<b>Section 1</b>		
Activity1	Discussion: Introduce yourself	2
Activity 2	Assessment: Academic Honesty	3
Activity 3	Assignment: Word 2007: Tables	3
Activity 4	Assignment: Word 2007: Mail Merge	5
Project 1	Assignment: Word 2007	30
Exam 1	Assessment: Word 2007	100

	Assignment	Point Value
<b>Section 2</b>		
Activity 5	Discussion: PowerPoint Design	10
Activity 6	Discussion: PowerPoint Color	5
Activity 7	Discussion: PowerPoint Design Templates	2
Project 2	Assignment: PowerPoint 2007	30
Project 3	Assignment: PowerPoint 2007	30
Exam 2	Assessment: PowerPoint 2007	100
<b>Section 3</b>		
Activity 8	Assignment: Excel functions	3
Project 4	Assignment: Excel 2007	30
Project 5	Assignment: Excel 2007	30
Activity 9	Assignment: Excel Review	7
Exam 3	Assessment: Excel 2007	100
<b>Section 4</b>		
Project 6	Assignment: Access Tables	30
Project 7	Assignment: Access Queries (optional)	30
Activity 10	Assignment: Access Forms	10
Activity 11	Assignment: Access Reports	5
Exam 4	Assessment: Access 2007	100
Final Exam	Proctored, cumulative final exam	100

**Projects:** Six (6) projects will be assigned, worth 30 points each. Please note that the projects are not group projects, but individual ones. Please do your own work. Each student should produce his/her own projects to avoid receiving a zero on the project. There is no “working together” where two students work on one file and then both send me the same file.

The projects are as follows:

Project 1: Word 2007

Projects 2 and 3: PowerPoint 2007

Projects 4 and 5: Excel 2007

Project 6: Access 2007

Project 7: Access 2007 (Optional) This project will replace your lowest project grade.

## Examinations

A 100-point exam will follow each section deadline. Each exam consists of **two** parts. The first part is an objective exam listed under the Assessments tool and consists of multiple choice, true/false, matching, or fill-in-the blank questions. The **second** part of the exam is sent to you through Private Mail in WebCT around 8 am on the first day of the 48-hour exam period. It is the “lab” part of the exam and will be an application test (Exam 1 will be tasks in Word, Exam 2 in PowerPoint, Exam 3 in Excel, and Exam 4 in Access.)

Exam #1: Word	100 points
Exam #2: PowerPoint	100 points
Exam #3: Excel	100 points
Exam #4: Access	100 points
Comprehensive Final Exam (proctored)	100 points
Drop lowest test	<u>(100) points</u>
<b>Total</b>	<b>400 points</b>

**Missed examinations:** If you miss an online exam - that will be the one you drop, and you will be required to take the proctored final exam. If you take all four online exams and are satisfied with your grades, the comprehensive, proctored final exam can be the one you drop, and you do not have to take it.

If you choose to take the final exam, you must request and take the exam by the scheduled deadline.

### **Grading Scale**

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