Syllabus for BUS-150, Business Computer Applications (3 cr.)

General Course Information

**Semester**: Spring 2016

**Professor**: Dr. Kirsten Mast

**Time & Location**: MWF, Covell 4, 9:10-10:10

Course Description

This course provides students an opportunity to develop a basic understanding of computing concepts and to build the skills necessary to ensure that information technology is an advantage in whatever path they choose in life. Special attention will be devoted to design, problem-solving, and communication skills. All students, regardless of major are encouraged to enroll. Although there are no course prerequisites, it is expected that you have some basic computer knowledge. If you have no experience on computers, please notify the instructor so you can do some remedial exercises to catch up to your classmates.

Professor Contact Information

**Email**: [kmast@collegeofidaho.edu](mailto:kmast@collegeofidaho.edu)

**Office location**: KAIC 216

**Phone**: 459-5824 (Office) 649-5353(Home)

**Office Hours:** Mon, Wed, Fri 10:20-11:30, 2:00-2:50 pm

Textbook

There is no required textbook for this course. The instructor will introduce supplemental articles and readings during the course to emphasize key points and emerging issues. These readings are required. All will be made available through Canvas.

Course Policies

Academic and Professional Integrity

Integrity is fundamental to business. Whether it is misstating accounting reports, or selling children’s toys with lead paint on them, shoddy and dishonest business practices always lead to problems for firms that have allowed them to occur. However, integrity is not something that you can achieve and be done. Rather it is an ongoing process. To have integrity, you must live with integrity at all times. To that end, the Business Department supports the goals of the College of Idaho Honor Code, and will expect business students to live up to that code in and out of the classroom, and to live with integrity once in the business world.

Cheating in all forms is unacceptable. If you cheat in my class and are caught, you **will receive an F and the incident will be reported to the Vice President for Academic Affairs**. The College’s Policy on Academic Honesty explains that “knowingly giving or receiving unauthorized aid on a piece of academic work” qualifies as cheating. Do not share copies of your assignments or other work in this class with other students! Be extremely cautious when offering to help others, as “working together” is not an acceptable excuse when two or more students end up turning in substantially similar work.

Plagiarism is unethical and is not tolerated. If you use words that are not your own, you must quote them and cite your source. Failure to do so will result in enforcement of the college’s policy on academic misconduct. This policy is detailed in College Catalog and includes the following stipulations:

* Plagiarism is considered a form of academic misconduct (along with cheating on assignments and exams). Students guilty of academic misconduct will receive a failing grade for the course.
* Copies of all evidence supporting an occurrence of plagiarism (or any academic misconduct) will be forwarded by the instructor to the Vice President for Academic Affairs to be kept in the student’s permanent file.
* Students guilty of a second instance of academic misconduct during their studies at the College are subject to immediate dismissal from the College.

Classroom and Email Etiquette

Please turn off all noise-generating electronics before entering the classroom. Please do not use class time to check email, chat online, browse the Internet or play games. **If you must take a call, text or other message during class time, please quietly leave the classroom and return when you are finished.**

If you email me, take the time to write respectfully and professionally, as if you are writing a real letter. That means, for example, that you should address me (“Dear Professor Mast” or “Dear Dr. Mast”) use proper grammar and capitalization. If your email is not appropriately written, I will reply the first time with a request for a more formal communication. Subsequent emails in improper form will simply be deleted. **Also, please include the course number the subject line of all emails.**

Attendance Policy

Attendance will be taken every day. Students who miss more than three class periods over the course of the term will have their grade reduced one step (i.e. A- to B+) for each additional absence.

Late Policy

All assignments are due at the time indicated on Canvas. All assignments must be turned in on Canvas. Only email me if there is no other way to turn in the work. For this class, you have a 5 minute grace period to upload case files when you get to the lab. However, you will not be able to turn in assignments after that. Late assignments are not accepted.

NO Make-ups for Exams

Once an exam is given in class it cannot be made up later. If you know ahead of time that you will miss an exam, we can set up a time to take it before the class does. If you miss an exam due to illness or another unexpected event, the points for that exam will be added to your Final Exam so you will not miss points, but the final will be worth more of your total grade and will not be optional.

ADA Compliance

Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations, or auxiliary aids will need to contact the instructor and/or the Office of Learning Support and Disability Services. As authorized by that office, reasonable accommodations will be made to meet the needs of these students.

Grading

**Case Studies:**  40%

**Quizzes/Quotes:** 10%

**Final Project:**  10%

**Exams:**  40%

**Percentage-to-Letter Grade Conversion Scale:**

A 93-100 | A- 90-92 | B+ 88-89 | B 83-87 | B- 80-82 | C+ 78-79 | C 73-77 | C- 70-72 D+ 68-69 | D 63-67 | D- 60-62 | F < 60

Student grades will be available through Canvas. These grades will be updated throughout the semester, so students will always know where they stand. Students having questions about a grade on any case assignment or exam should contact the instructor immediately.

Grading Philosophy

For daily work and exams, grading is based on the level to which you meet the stated requirements. Daily work will be graded using a rubric, which will be visible on Canvas.

For projects, I will follow the grading methods used in the field of gymnastics. In gymnastics, if a competitor does everything exactly perfectly, they will receive a 9.4 out of 10. Those remaining .6 points are available with .2 each in three categories: originality, courage, and virtuosity. Originality is self-explanatory. Courage on would be taking some kind of risk—doing something more difficult than what is required, doing something outside of your comfort zone, etc. Virtuosity means doing something with great artistry and skill. If you do exactly what I say, you will receive a 94%, which is a good, solid A. However, to go above 94%, you have to demonstrate originality, courage, and/or virtuosity.

I want you to consider the power of doing more than the simple requirements listed. This type of practice can become instrumental in your ongoing success in life.

Case Studies (40% of Grade)

Daily classes will generally include demonstrations of skills followed by time to work on case studies. You will likely need to finish the case studies after class in many cases. Case studies are business stories with problems for you to solve. Be creative and thoughtful as this type of work is very applicable in other classes, internships, and jobs.

Quizzes/Quotes (10% of grade)

There will be weekly quizzes every Monday (unless there is no school Monday, in which case the quiz will be the next class day). Quizzes cover new material from the previous week, assigned reading, and the quote of the week. The quizzes will account for 10% of your final grade, but I will drop your lowest quiz grade. If you are going to miss a quiz for a college-approved activity, you will need to schedule to take your quiz early. We will have a motivational “quote of the week” every week. Some are short and some are longer. You are expected to memorize all of these quotes.

Final Project (10% of final grade)

As you work on the case studies assigned, you should look for principles and ideas that seem to apply to your life. For your final project, you will create a **database**, a **spreadsheet,** several **documents,** and a **presentation** that demonstrate how you will use these computer applications in your school, work, or personal life. The last week of the semester you will present your project.

Exams (40% of final grade)

There will be three exams worth 30% of the grade, and a **comprehensive** final worth 10%. Exams are a combination of multiple choice questions (for vocabulary and general understanding) and hands-on problem-solving questions (for skill demonstration). If your final project completely convinces me that you understand all the course material, I will double your grade from the project and count it for the final exam, meaning you won’t have to take unless you missed another exam during the semester.

How to do well in Bus-150

Every semester I ask students for advice to future students on how to succeed in this class. Here is a brief summary what they said last semester:

* Do the homework every day
* Take the class seriously from the beginning
* Don’t miss class; come every day
* Don’t miss any assigned cases
* Do the homework right away
* Ask questions; work with others
* Really do well on Access Case 10. It will really help you later.
* Learn the quote every week for 3 easy points.
* Keep an open mind; everything will be useful, even if you don’t know it yet.

Software Objectives

This course is about using computer applications to solve business problems. The computer applications are only part of the course, but they are very important to your progress. We are using MS Office 2013 for this course, specifically learning Word, PowerPoint, Excel and Access. We will cover at least the following objectives:

**Access**

* **General database:**
  + Navigate a database
  + Know when to use Access or Excel
  + Plan a database
  + View object design
  + Edit data
  + Import data from Access
  + Import data from Excel
  + Copy , modify and rename objects
* **Relationships:**
  + Understand relationships
  + Create Relationships with referential Integrity
  + Use juncture tables
  + Create one-to-one, and one-to-many relationships
* **Tables:**
  + Filter tables
  + Set Indexes
  + Change table design
  + Use appropriate data type
  + Set up and modify table design
  + Create lookup fields
* **Queries**:
  + Create select queries
  + Set simple and complex criteria
  + Sort by one or more fields
  + Create calculated fields
  + Created grouped queries
  + Query from a query
  + Query from multiple tables
  + Create and use Action queries:
  + Make Table queries
  + Append queries
  + Update queries
  + Delete queries
* **Forms** **& Reports**
  + Design and edit effective forms
  + Design and edit effective reports
  + Create command buttons on forms
  + Create calculated textboxes on reports
  + Format forms and reports
  + Group in report
  + Show/hide sections
  + Create label reports

**Word**

* Apply direct character formatting
* Apply direct paragraph formatting
* Use Office clipboard
* Create and use character styles
* Create, use and modify paragraph styles
* Use headers and footers
* Use tables to organize information
* Use reference tools

**PowerPoint**

* Create a new, blank presentation
* Create a presentation from a Word outline
* Use design templates
* Choose appropriate slide layout
* Apply slide transitions
* Modify templates using master slides
* Insert and modify headers and footers
* Use custom animation
* Use slide sorter view
* Run slide show effectively with shortcuts

**Excel**

* Organize and enter data
* Manage worksheets and workbooks
  + Move, copy, insert, delete worksheets
  + Rename worksheets
  + Use ranges
  + Navigate worksheets
* Name ranges and use named ranges
* Use AutoFill
* Set up worksheets to print effectively
* Enter and organize data
* Change cell formatting
  + Number formatting
  + Borders
  + Colors
* Create effective formulas
* Copy formulas using relative and absolute addressing
* Use Excel Functions
  + Basic functions
  + Financial functions
  + Logical functions
  + Mathematical
* Create and use tables to format, sort and filter
* Create effective charts
* Create and use Pivot tables & Pivot charts

Schedule of classes

The expected class schedule is as follows. Any changes will be reflected in Canvas immediately.

| **Date** | **Day** | **To Work on in Class** | **Topic/Objectives:** | **Assignments Due** | **Quizes** |
| --- | --- | --- | --- | --- | --- |
| 3-Feb | Wed | Course Introduction | Course Introduction; Principles of good design |  |  |
| 5-Feb | Fri | Office Programs | Purpose, function, file extensions and common features in Office 2013 | Reading (on Canvas) |  |
| 8-Feb | Mon | Document Design Case 1 | Word: formatting elements, copy/paste, find/replace, create and use tables | Reading (on Canvas) | Quiz 1 |
| 10-Feb | Wed | Document Design Case 2 | Word: Create, use, modify styles, templates | Document Design Case 1 |  |
| 12-Feb | Fri | Document Design Case 3 | Word: Format long documents, use Reference tools, APA or MLA style | Document Design Case 2 |  |
| 17-Feb | Wed | Presentations Case 1 | Word: Outline View, Heading styles, PowerPoint: create presentations, add graphical elements, transitions, animations | Document Design Case 3 | Quiz 2 |
| 19-Feb | Fri | Presentations Case 2 | PowerPoint: Slide layout, Slide masters, Design themes, Print settings, Delivery tools | Presentations Case 1 |  |
| 22-Feb | Mon | **Document and Presentation Design Exam** | | Presentations Case 2 | Quote 3 on exam |
| 24-Feb | Wed | Database Design Introduction | Database terms and concepts | Reading (on Canvas) |  |
| 26-Feb | Fri | Database Case 1 | Access: Create and manage a database | Reading (on Canvas) |  |
| 29-Feb | Mon | Database Case 2 | Access: Create tables; create and modify fields; set field properties; sort and filter tables | Database Case 1 | Quiz 4 |
| 2-Mar | Wed | Database Case 3 | Access: Import Data from Spreadsheet and Access; Create relationships: 1-1, 1-many, many-many | Database Case 2; |  |
| 4-Mar | Fri | Database Case 4 | Access: Create relationships; create select queries | Database Case 3 |  |
| 7-Mar | Mon | Database Case 5 | Access: Create Forms: Arrange, format, & design; create command buttons | Database Case 4 | Quiz 5 |
| 9-Mar | Wed | Database Case 6 | Access: Create complex queries; calculate in a query | Database Case 5 |  |
| 11-Mar | Fri | Database Case 7 | Access: Create Reports; Arrange, format, design reports | Database Case 6 |  |
| 14-Mar | Mon | Database Case 8 | Access: Create reports; Group, Sort, calculate on reports | Database Case 7 | Quiz 6 |
| 16-Mar | Wed | Database Case 9 | Access: Review relationships; work with tables, forms and reports | Database Case 8 |  |
| 18-Mar | Fri | Database Case 10 | Access: Design a database useful in your own life | Database Case 9 |  |
|  |  |  | **Break Week!** |  |  |
| 28-Mar | Mon | Database Design Review | Access: Review relationships, tables, forms and reports | Database Case 10 | Quiz 7 |
| 30-Mar | Wed | **Database Exam** |  |  |  |
| 1-Apr | Fri | Spreadsheet Case 1 | Excel: basic formulas, formatting, header/footer | Reading (on Canvas) |  |
| 4-Apr | Mon | Spreadsheet Case 2 | Excel: AutoFill, copy formulas with relative addressing, format dates, worksheet names | Spreadsheet Case 1 | Quiz 8 |
| 6-Apr | Wed | Spreadsheet Case 3 | Excel: Work with assumptions, Copy formulas with relative and absolute addressing, Use AutoSum, Copy and modify worksheets, Store numbers as text | Spreadsheet Case 2 |  |
| 8-Apr | Fri | Spreadsheet Case 4 | Excel: Create column charts, pie charts, display formulas | Spreadsheet Case 3 |  |
| 11-Apr | Mon | Spreadsheet Case 5 | Excel: Use sparklines, apply Conditional formatting, use 3D references | Spreadsheet Case 4 | Quiz 9 |
| 13-Apr | Wed | Spreadsheet Case 6 | Excel: Define and use named ranges, line charts, ROUNDUP, use textboxes | Spreadsheet Case 5 |  |
| 15-Apr | Fri | Spreadsheet Case 7 | Excel: Create data table, use AVERAGE, MAX, MIN and TODAY functions | Spreadsheet Case 6 |  |
| 18-Apr | Mon | Spreadsheet Case 8 | Excel: SUMIF, COUNTIF, pivot tables | Spreadsheet Case 7 | Quiz 10 |
| 20-Apr | Wed | Spreadsheet Case 9 | Excel: VLOOKUP, subtotals | Spreadsheet Case 8 |  |
| 25-Apr | Mon | Spreadsheet Case 10 | Excel: Nested IF, AND, OR, conditional formatting | Spreadsheet Case 9 | Quiz 11 |
| 27-Apr | Wed | **Spreadsheet Exam** | | Spreadsheet Case 10 |  |
| 29-Apr | Fri | Project Work day | Work on final projects |  |  |
| 2-May | Mon | Project Presentations | Design effective spreadsheets, databases, documents and presentations; Learn from students’ presentations; critique other students’ projects; Improve presentation skills | Final project Due; | Quiz 12 |
| 4-May | Wed |  |  |
| 6-May | Fri |  |  |
| 11-May | Wed | 8:30-11:30 a.m. | **Comprehensive Final Exam** |  |  |