

# BEMIDJI STATE UNIVERSITY

COLLEGE OF BUSINESS, TECHNOLOGY AND COMMUNICATION

Course syllabus

Fall 2012

**COURSE:** **Computer Business Application - (BUAD 2280-01)**

**COURSE CREDIT:** 3.0 Credit Hours

**INSTRUCTOR:** **Mehdi S. Tehrani (PhD)**

**OFFICE LOCATION:** Decker Hall- Room 25

**OFFICE HOURS:** M,W,F 9.40-10am,12-13:00, 3.00:00PM-5.00:00PM

**PHONE NUMBER:** 218-755-2751 (Office)-1800-475-2001-ext-2751

**FAX:** 218-755-4100

**E-mail:**[mtehrani@bemidjistate.edu](mailto:mtehrani@bemidjistate.edu)

**(You must type the course name and section number in the subject line in order for me to view your emails!!!!**

**For example: "BUAD 2280-01" for section 01)**

**ADDRESS:** 1500 Birchmount Drive, NE, Bemidji, MN 56601.

**CLASS LOCATION:** DH19A

**CLASS SCHEDULE:** MWF, 10:00am-10:50 am

**FIRST DAY OF CLASS:** **Monday Aug 27th, 2012**

**LAST DAY OF CLASS:** **Monday December 10th 2012**

**PREREQUISITE:** None

**Web Site for Course Information:** <https://bemidjstate.ims.mnscu.edu/>

**Textbooks:** Text Books are RECOMMENDED and NOT REQUIRED!  
SimNet/SimGrader Access Code is REQUIRED for this course!  
**\*\*If you purchase the BUNDLE from the bookstore, all books AND software are included\*\***  
**0077904095 9780077904098 MHHE**  
**GEN CMB MS OFF 10; SIMNET/GR (c) 2011**

**Microsoft Office 2010, The O'Leary Series, A case Approach/ Introductory.**

**Authors:O'Leary**

**Here is the website information for O;Leary.**  
**<http://www.mhhe.com/oleary>**

\*Electronic ID Code for SimNet and SimGrader for Office 2010 Suite can be purchased Separately (if you choose not to purchase the full bundle) online at:  
<https://bemidjstate.simnetonline.com> (then click on the "I Want to Buy Online Now" button on the bottom right side of the screen-follow instruction screens) or at the BSU bookstore.

**Hardware:** Windows-based machine capable of running the software listed & **jump drive for all assignments and files**

**Software:** Windows 7  
Microsoft Office Suite:  
Microsoft Word 2010  
Microsoft Excel 2010  
Microsoft Access 2010  
Microsoft PowerPoint 2010  
BSU Email (must be able to attach files and receive files using your **BSU email account**)  
Internet access and Microsoft Internet Explorer web browser  
(*This software is available in the campus the Decker 19A CIS Lab*)

**Supplies:** **MUST HAVE Access to the Internet & Use of Microsoft 2010 Professional suite & Windows 7** (Decker Hall computer lab is accessible) & jump drive (1 GB) for all assignments and files (these can be purchased at Wal-Mart, OfficeMax, Target etc...). You can buy Office 2010 Professional Suite (PC version) at BSU computer store. Please bring your student ID and 25\$ to the Computer Store located at Deputy Hall 151 (218-755-2905).

- **An academic copy of Microsoft 2010 Professional suite may be purchased from the computer services (go to Super lab with your student ID) department if you are an on-campus student for \$25.**
- **If you are a COMPLETELY ONLINE STUDENT, you can purchase a discounted copy of the Office Suite (although it will be 2010 not 2007) through the following website for around 60\$:**  
<http://www.microsoft.com/student/discounts/theultimatesteal-us/default.aspx>

### **The Department of Business Administration Mission:**

Educate students through a learning-centered environment.

To achieve its mission, the Department of Business Administration has adopted the following broad-based, student learning goal:

Graduates will be prepared for entry into careers in business and for contributions to their global and local communities.

In addition, the Department of Business Administration has adopted the following program-level student learning outcomes (*starred outcomes are a focus of this course*):

1. Graduates will attain higher learning in the field of business.
2. \*\*Graduates will demonstrate information literacy.
3. \*\*Graduates will demonstrate ability to use practical business tools.
4. Graduates will demonstrate good communication skills and ability to work effectively as part of a team.
5. Graduates will demonstrate the ability to analyze complex business situations in a realistic business environment.

**Course Description:** Techniques suitable for decision-making and planning, utilizing end-user software with emphasis on spreadsheets, graphics, and word processing. Emphasis is on design, testing, and documentation of problem solutions that facilitate accuracy, efficiency, flexibility, and effective utilization of software capabilities. (Source: BSU 2000-2002 catalog)

### **Course Objectives and Learning Outcomes:**

The objective of this course is to enable a student to understand and incorporate an intimate knowledge base of software tools (Windows, Word, Excel, Access, and PowerPoint) to help solve business problems. In addition to the objective, this course also will accomplish the following Course Learning Outcomes listed below.

1. Describe the basic hardware and software components of a computer as used in the Windows and Internet environment (Department SLO #2).
2. Define the standard terminology and techniques used in commonly used commercial, business-oriented software; emphasizing the use of spreadsheets, graphics, word

- processing, and presentation tools in the Windows operating environment (Department SLO #2).
3. Recommend and incorporate computer-based software tools - word processing, spreadsheets, databases, presentations, and the Internet - to analyze and solve business problems (Department SLO #2 & SLO#3).

### **Policies:**

1. Assignments and projects are expected to be submitted in D2L or SimNet on the assigned due date by Midnight. Nobody can expect to have access to a workstation whenever they want. It is fair to assume that an assignment or project, which has been postponed to the last moment, will not be completed in time. As there will be no extensions whatsoever, the result will be a **0** in points for the assignment or project and ultimately a lower final grade. Late work is a very poor business habit to develop.
2. Student is expected to apply responsible judgment with regard to class attendance. While attendance is not taken during every class session, absences will be noted and can affect final grade. All materials covered in class are relevant for exams and/or projects. It is the student's responsibility to stay current even in case of excused absences.
3. Examinations and quizzes will consist of questions based on the textbook(s), assignments, labs, and class discussions. If you cannot take an exam at the announced time for a valid reason you must make prior arrangements with the instructor or suffer a 0.
4. Quizzes are given if the class does not participate or seems to be falling behind. They are generally unannounced and no make-up quizzes are given.
5. Cheating on the work for this class will not be tolerated and will result in a failing final grade. Cheating includes using websites, notes, or software packages during exams and using another student's homework from a previous or concurrent class as your own.

**Failure to complete any aspect of the course (this includes all assignments and exams) may results in a failing final course grade.**

### **Projects/Assignments:**

Students are to complete the hands-on tutorials assigned using the SimNet Website <https://bemidjistate.simnetonline.com> for some Units (**see D2L Dropbox Instructions for each Project/assignment instruction set**). Students may use the D2L dropbox for instructions and project/assignment submissions. The project/assignments will be given for each session (excluding exam sessions), which apply the skills and knowledge gained by working through the tutorials. Projects/Assignments are to be typed (word processed), organized and submitted to the instructor in electronic format through the designated website link. The projects/assignments **are due as stated on the syllabus**. If a project is late the student will receive a 0 for that assignment. Late work will not be tolerated.

**Exams:**

Hands-On Exams will be worth 10 points total using the following website:

<https://bemidjistate.simnetonline.com>. With the exception of the Excel Unit, that exam will be in 2 parts (50% weighted for MOS Certification Exam and 50% weighted for exam taken on the SimNet website).

**Upon request this document can be made available in alternate formats. Please contact Kathi Hagen in the Office for Students with Disabilities at 755-3883 for assistance.**

**LECTURE SCHEDULE:****Computer Business Applications Tentative Schedule**

Date	Topic
Week 1 8/27 8/29,31	Review the Syllabus & sign onto D2L Course Web Site Try to set up SimNet/SimGrader account & Certiport (MOS) account on your own <b>PLEASE PURCHASE NEEDED BOOKS/MATERIALS FOR CLASS</b>
Week 2 9/3 9/5, 9/7	Set up SimNet accounts/Certiport (MOS) accounts-take practice exam/ Pictures/syllabus Review Windows 7 (SimNet Topics and In Class Exercise) Topics include: File, Document, and Folder Management & Windows 7 Explorer demo
Week 3 <b>9/10</b> <b>9/12, 14</b>	<b>Lab Day to Work on Project 1!-See instructions in Dropbox in D2L</b> <b>Exam 1: Using SimNet Website due 9/14 during Class Time in Decker 19A &amp; Project 1 due before Midnight</b>
Week 4 9/17 <b>9/19, 21</b>	Word Units , Lab1, Lab2, <b>Lab Day to Work on Project 2- See instructions in Dropbox in D2L</b>
Week 5 9/24 <b>9/26, 28</b>	Word Unit , Lab3 <i>*Lightly review other Units</i> <b>Lab Day to Work on Project 2</b>

Date	Topic
Week 6 <b>10/1</b>  <b>10/3,5</b>	<b>Lab Day to Work on Assignment 2</b>  <b>Exam 2: Using SimNet Website due 10/5 during Class Time in Decker 19A &amp; Project 2 due before Midnight</b>
Week 7  10/8  <b>10/10,12</b>	Excel Unit: Lab-1  Excel Unit: Lab-2  <b>Lab Day to Work On Project 3- See instructions in Dropbox in D2L</b>
Week 8 10/15  <b>10/17,19</b>	Excel Unit Lab-2,3  <b>Lab Day to Work On Project 3</b>
Week 9 10/22  <b>10/24,26</b>	Excel Unit Lab-2,3  <b>Lab Day to Work On Project 3</b>
Week 10  <b>10/29</b>  <b>10/31,</b> <b>11/2</b>	<b>Lab Day for MOS Training and Excel Exam Training</b>  <b>MOS Exam day will be announced</b>  <b>It will be taken in the CIS Lab during the class time, only one time.</b> <b>Exam 3: Using SimNet Website due 11/2 during Class Time in Decker 19A &amp; Project 3 due before Midnight</b>
Week 11 11/5 <b>11/7,9</b>	Access Unit :Lab-1 <b>Lab Day to Work on Project 4</b>
Week 12 11/12 <b>11/14,16</b>	Access Unit :Lab-1,2, <b>Lab Day Work on Assignment 4</b>
Week 13 <b>11/19</b>	<b>Access Unit :Lab-1,2,</b> <b>Lab Day to Work on Assignment 4</b>

Date	Topic
11/21,23	<b>Exam 4: Using SimNet Website due 11/21 during Class Time in Decker 19A &amp; Project 4 due before Midnight (No Class Turkey Day!22nd, 23rd )</b>
Week 14 11/26 11/28,30	PowerPoint Unit :Lab 1 <b>Lab Day to Work on Project 5</b>
Week 15 12/3 12/5, 12/7	PowerPoint Unit Lab 2,3 <b>Lab Day to Work on Project 5</b>
Week 16 12/10	<b>Project 5 ONLY (INCLUDING TRAINING) due on 12/10 before Midnight (EXAM WILL BE HELD During –class time-Finals Week)</b>  <b>(REMINDER!! All late work must be turned in before midnight on 12/ 3 or you will fail the course) *note* you will not get any points for the late work but it must be turned in to be eligible to pass the course</b>
Finals Week All Sections:	<b>Exam 5: Using SimNet Website due (Decker Hall 19A) see finals schedule below:</b>  <b>2280-01 (10 am section) 12/10-CIS Lab</b> <b>2280-02 (11 am section) 12/10- CIS Lab</b>

**GRADING POLICY:**

<u>Total Points</u>	<u>100</u>	<u>Due Date</u>
Exam I- Windows -7	10	See syllabus
Exam II- Word 2010	10	
Exam III – Excel 2010	10	50% MCAS & 50% SimNet
Exam IV- Access 2010	10	
Exam V- PowerPoint 2010	10	
Project /Assignments		
Projects 1-5 @ 10 pts each	50	See syllabus
	===	
	100 pts	

(A = 90+; B = 80+, C = 70+, D = 60+, F &lt;60)

**LATE PENALTIES:**

1. Late written or software assignments will not be accepted.
2. THERE WILL BE NO MAKEUP QUIZZES OR FINAL EXAMINATION.

## HOW TO LOG ON TO D2L FOR COURSES

1. Click on the Internet Explorer icon on the Desktop
2. Type [www.bemidjstate.edu](http://www.bemidjstate.edu) into the address bar
3. Click on **myBSU** on the Top Right side of the page
4. Click on **D2L** in the bottom center of the page
5. Type in your **8 digit student ID** for the username
6. Type in your Birth date in the following format: **YYMMDD** for the password
7. Click the **Login** Button.

## HOW TO LOG ON TO SIMNET:

<https://bemidjstate.simnetonline.com>

## The Department of Business Administration Mission:

Educate students through a learning-centered environment.

To achieve its mission, the Department of Business Administration has adopted the following broad-based, student learning goal:

Graduates will be prepared for entry into careers in business and for contributions to their global and local communities.

In addition, the Department of Business Administration has adopted the following program-level student learning outcomes (*starred outcomes are a focus of this course*):

1. Graduates will attain higher learning in the field of business.
2. \*\*Graduates will demonstrate information literacy.
3. \*\*Graduates will demonstrate ability to use practical business tools.
4. Graduates will demonstrate good communication skills and ability to work effectively as part of a team.
5. Graduates will demonstrate the ability to analyze complex business situations in a realistic business environment.

## Academic Integrity Statement (required on all BSU syllabi):

BSU students are expected to practice the highest standards of ethics, honesty and integrity in all of their academic work. Any form of academic dishonesty (e.g., plagiarism, cheating and misrepresentation) may result in disciplinary action. Possible disciplinary actions may include failure for part of all of a course as well as suspension from the University.



**Students with Special Needs Statement (required on all BSU syllabi):**

Upon request this document can be made available in alternate formats. Please contact the instructor (**your name and phone number**) or Kathi Hagen at Disabilities Services at (218) 755-3883. Please contact the Disability Services Office **ONLY** if you have a need for accommodations in this class. All other contact should be with your instructor.

**GOOD LUCK!**