

BEMIDJI STATE UNIVERSITY

COLLEGE OF BUSINESS, TECHNOLOGY AND COMMUNICATION

Course Outline

SPRING 2010-

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, 10-12:00 noon, 1:00PM-2:00PM, T, TH, 13:00-4:00pm

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

FAX: 701-755-4100

E-mail: 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, 9:00am-9:50 am

FIRST DAY OF CLASS: **Monday January 11th, 2010**

LAST DAY OF CLASS: **Wednesday Apr 28th 2010**

PREREQUISITE: None

REQUIRED TEXTBOOK: Textbooks by Shelly & Cashman
from Cengage Learning: Course Kit ISBN # 978-0495-95688-4

Shelly/Cashman MS Windows XP – Introductory, Service Pack 2 edition

Shelly/Cashman MS Word 2007 – Complete

Shelly/Cashman MS Excel 2007 – Comprehensive

Shelly/Cashman MS Access 2007 – Complete

Shelly/Cashman MS PowerPoint 2007 – Introductory

(Plus an ID code for SAM 2007 Version 5.0 for Assessment/Projects)

*Electronic SAM 2007 Version 5 ID codes can be purchased online at:

<http://www.cengagebrain.com/t1/en/US/storefront/US?cmd=catProductDetail&ISBN=978-0-538-74304-4>

(Once you've activated the site, you will need to put in your username and password to gain access to the course site.) & www.scsite.com

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

Software: Windows XP
Microsoft Office Suite:
Microsoft Word 2007
Microsoft Excel 2007
Microsoft Access 2007
Microsoft PowerPoint 2007

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 2007 Professional suite & Windows XP** (Decker Hall computer lab is accessible) & jump drive (500 MB) for all assignments and files (these can be purchased at Wal-Mart, OfficeMax, Target etc...).

- **An academic copy of Microsoft 2007 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 \$20.**
- **If you are a COMPLETELY ONLINE STUDENT, you can purchase a discounted copy of the Office Suite through the following website for around 60\$: <http://www.microsoft.com/student/discounts/theultimatesteal-us/default.aspx>**

COURSE OBJECTIVES:

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)

LEARNING OBJECTIVE OUTCOMES:

After completing this course the students are able to do following:

1. Understand the basic hardware and software components of a computer as used in the Windows and Internet environment
2. Understand 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
3. Understand how computer-based software tools - word processing, spreadsheets, databases, presentations, and the Internet - are used to analyze and solve business

Policies:

1. Assignments and projects are expected to be submitted in D2L or SAM 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.
3. 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.
4. 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.
5. 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.
6. 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.

Assignments:

Students are to complete the hands-on tutorials assigned using the SAM Website <http://sam2007.course.com> for some Units (**see D2L Dropbox Instructions for each assignment instruction set**). Students will use the D2L dropbox for instructions and assignment submissions for the Windows and Access Units. The assignments will be given for each session (excluding exam sessions), which apply the skills and knowledge gained by working through the tutorials. Assignments are to be typed (word processing), organized and submitted to the instructor in electronic format through the designated website link. The assignments **are due as stated on the syllabus**. If an assignment is late the student will receive a 0 for that assignment. Late work will not be tolerated.

Sam Exams:

Hands-On Exams will be worth 40 points total using the following website:

<http://sam2007.course.com>

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 01/11 01/13, 15	Review the Syllabus & sign on to Course Web Site on your own... try to set up SAM account on your own PLEASE PURCHASE NEEDED BOOKS/MATERIALS FOR CLASS
Week 2 01/18 01/20 01/22	Set up SAM accounts/MCAS accounts-take practice exam/ Pictures/syllabus Review Windows Projects (Projects are like chapters) 1 through 3 Windows Project 3- File, Document, and Folder Management & Windows XP Explorer demo
Week 3 01/25, 01/27 01/29	Lab Day to Work on Assignment 1! Exam 1: Using Sam Website due 01/29 during Class Time in Decker 19A & Assignment 1 due before Midnight
Week 4 02/01 02/03 02/05	Word Chapter 1 – Creating & Editing a Word Document & Word Chapter 2 – Creating a Research Paper Lab Day to Work on Assignment 2
Week 5 02/08 02/10 02/12	Word Chapter 4 – Creating a Document with a Title Page, Table, Chart, & Watermark Word Chapter 6 – Creating a Professional Newsletter <i>(Lightly review other Chapters: 3 & 5 on your own as well)</i> Lab Day to Work on Assignment 2

Date	Topic
Week 12 03/29, 03/31 04/02	Access Chapter 1- Creating and Using a Database Access Chapter 2 – Querying a Database
Week 13 04/05 04/07 04/09	Access Chapter 3 – Maintaining a Database & Access Chapter 4 – Creating Reports and Forms Lab Day to Work on Assignment 4
Week 14 04/12 04/14 04/16	Exam 4: Using Sam Website due 04/12 during Class Time in Decker 19A & Assignment 4 due before Midnight
Week 15 04/19 04/21 04//23	PowerPoint Chapter 1 – Creating and Editing a Presentation PowerPoint Chapter 2 – Creating a Presentation with Illustrations and Shapes Lab day to work
Week 16 04/26, 04/28 04/28	Lab Day to Work on Assignment 5 Assignment 5 ONLY due on 04/28 before Midnight (EXAM WILL BE HELD During Finals Week)
Finals Week All Sections:	Exam 5: Using Sam Website due see finals schedule below: 2280-01 (9am section) 8:00-10:00 am 05/04 Tuesday, DH 19A 2280-02 (10am section) 1:00-2:00 pm 04/30 Friday, DH 19A

GRADING POLICY:

<u>Total Points</u>	<u>300</u>	<u>Due Date</u>
Exam I- Windows XP	40	See syllabus
Exam II- Word 2007	40	
Exam III – Excel 2007	40	50% MCAS & 50% SAM
Exam IV- Access 2007	40	
Exam V- PowerPoint 2007	40	
Project Assignments		
Assignments 1-5 @ 20 pts each	100	See syllabus

(A = 90% (270 pts); B = 80% (240 pts), C = 70% (210 pts), D = 60% (180 pts), E <60%, (0-179 pts))

LATE PENALTIES:

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

ATTENDANCE:

1. Students will attend class regularly. If attendance is impossible, obtain class notes from a fellow student, and then study them for understanding.
2. To get an excuse from class students must inform **at least three working days in advance**, unless it is impossible to do so.
3. Only **15%** absences are allowed which include both excused and unexcused.

HOW TO LOG ON TO D2L FOR COURSES

1. Click on the Internet Explorer icon on the Desktop
2. Type www.bemidjistate.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

ACADEMIC HONESTY:

Cheating on the work for this class will not be tolerated and will result in a failing final grade. The college experience is founded on the concepts of honesty and integrity. Dishonesty, cheating, plagiarism, or knowingly furnishing false information to the college is regarded as particularly serious offenses. Cases of dishonesty will be handled by levying certain penalties. Cheating on the work for this class will not be tolerated and will result in a failing final grade. However, in flagrant cases, the penalty may be dismissal from the college after proper due process proceedings.

DISCRIMINATION:

Bemidji State University does not discriminate on the basis of sex, religion, creed, national origin, race, age, disability, or any other basis prohibited by law. If you believe you have been discriminated against unlawfully, please bring this matter to the attention of your instructor or the BSU's Human Resource Office.

SPECIAL ACCOMMODATIONS:

In coordination with the Disability Support Service, reasonable accommodations will be provided for qualified students with disabilities (LD, Orthopedic, Hearing, Visual, Speech, Psychological, ADD / ADHD, Health Related & Other). Please meet with the instructor during the first week of class to make arrangements. Accommodations and alternative format print materials (large print, audio, disk or Braille) are available through the Disability Support Service, located in Office for Students with Disabilities Sanford Hall (218-755-3883).

GOOD LUCK!