

The mission of Concord University is to provide a quality, liberal arts based education, to foster scholarly and creative activities, and to serve the regional community.



The Mission of the Business Administration degree program at Concord University is to transform our students into competent and responsible business leaders through high quality teaching and personalized advising, while stimulating their academic and service zeal within the context of Concord's strong liberal arts tradition. Business faculty engage in active research and service to ensure that our graduates are ready to take on the challenges of the business world or to pursue rigorous graduate education.



COURSE SYLLABUS – Spring 2019
BGEN 110, Introduction to Computers in Business, 3 credit hours
8-week Online Course
CRN 20304, sec 1AS, March 7 through May 10

Instructor Contact Information

Dr. Susan Robinett, Associate Professor
Campus Box 93
Office: Rahall 204
Office Phone: 304.384.5321
E-Mail: robinett@concord.edu

Office Hours

M, W – 1:00-2:30 p.m.
T – 9:00-10:00 am
R – 2:00-3:00 p.m.

other meeting times by appointment only

Essential Info:

www.concord.edu/emergency-alerts

Sign up for emergency text messages –

<http://sms.concord.edu>

You should sign up for emergency alerts, but as this is an online class, instruction and completion of assignments will not be disrupted due to cancellations.

Text, Materials, and Technology Required



- Microsoft Office 2016 In Practice. McGraw-Hill. By: Nordell, Stewart, Easton, and Graves. ISBN: 978-0-07-802032-2

(The textbooks are used extensively in the course and you must get the textbooks immediately. We will be covering Excel first if you want to buy the books separately. Please let me know immediately if you do not have access to the Excel text by the second week of the semester.)

- Blackboard – all course content will be disseminated using Blackboard
- **Technology Services:** For assistance with Blackboard or email (or any CU technology issue) contact the CU Help Desk at extension 5291 from campus or 304-384-5291 off campus. You may also email cuhelpdesk@concord.edu
- Access to Microsoft Office 2016 Programs – Word, Excel, Access, and PowerPoint (version 2013 with instructor approval)
- Storage device to save all documents created in the course
- Concord email account which will be utilized as a communication tool between class times.
- Keyboarding experience is necessary and helpful.

Course Information

Course Prerequisite: None – A proficiency in correct keying is recommended.

Catalog Description: An introduction to **business computer application software**, specifically presentation, spreadsheet, and database software is explored. Business related application basics are developed through hands-on usage of business software applications by creating (1) presentations using PowerPoint Software; (2) basic numerical spreadsheet applications using Excel software; and (3) simple data file management systems using Access software.

NOTE: For business administration majors, this course is not to be counted as a business elective, but may be used as a general elective.

Course Learning Goals and Objectives

In order for students to be prepared for successful job performance requiring computer usage in the basic operations of personal computers and business application software, this course will address, and place emphasis upon, the practical and applicable side of computer software usage. The goals and objectives of this course will be accomplished through a variety of hands-on, computer application assignments. Relevant topics and concepts will be presented to provide students with a learning experience related to real-world business settings. Students are expected to take responsibility for their learning, meet the high expectations set for them, and enjoy new successes they can experience through improved computer skills. Students will be considered computer literate through the usage of computer terminology and computer software application knowledge.

Course Goals

- A. The student will utilize Microsoft Word 2016 document software for creating a variety of posters, letters, and papers.
- B. The student will utilize Microsoft Excel 2016 database software for creating, maintaining, and running a variety of spreadsheet reports from raw data. By completing the various instructional topics required in this course, the following objectives should be met.
- C. The student will utilize Microsoft PowerPoint 2016 software for creating slideshow presentations.
- D. The student will utilize Microsoft Access 2016 database software for creating, maintaining, and running a variety of informational business related reports from raw data. By completing the various instructional topics required in this course, the following objectives should be met.

Teaching Procedures

PowerPoint lecture slides and other support materials will be posted on Blackboard for your use. ALL assignments will be submitted via Blackboard only – you cannot submit via email or any other method – use Blackboard. Also, Excel and Access 2016 are the software used in this course (use of 2013 needs instructor approval) – **do not** submit assignments with 2010 or older software versions. Also, if using software such as a MAC or Apple product, you may encounter issues with the ability to complete some tasks or assignments. **Access is not available if using a Mac or Apple product.**

This course offers a wide range of activities including a lengthy step-by-step assignment for each chapter, lab exercises, discussion posts for peer-to-peer and peer-to-instructor communication, application tests which allows you to use your knowledge of the material in creative ways, as well as Multiple Choice and True/False tests. Each chapter builds on each other and therefore allows you to progress on your skill and learning of the concepts.

Method of Evaluation

A point system will be utilized to configure grades with a total of **500 possible points**. The grading point scale to be used is as follows:

A = 90 – 100%	450-500 Points	Track your points and you can easily determine your grade at anytime.
B = 80 – 89%	400-459 Points	
C = 70 – 79%	350 - 399 Points	
D = 60 – 69%	300-349 Points	
F = Below 60%	299 and below	

- A. **Hands-on Computer Assignments (total average of 50 pts.):** After the learning module presentation of material, students will be expected to complete computer application problems to reinforce the software applications as presented in the individual learning modules. The hands-on computer assignments are to be used as study preparation for application exams.
- a. Students should have all work completed and uploaded to the appropriate assignment by the assigned due date.
 - b. Hands-on computer assignments NOT completed will affect your final grade.
 - i. **Class Assignments:** For each Pause and Practice assignment **NOT** completed, 5 points will be deducted from the points for hands-on computer assignments.
 - ii. **Guided and/or Improve Projects:** These assignments are worth 10 points each.
 - iii. **Challenge Projects:** These assignments are worth 10 points each.
(an average will be utilized to calculate the number of points out of 50 earned)
- B. **Quizzes (50 points)** – Periodic quizzes will be administered to check student progress of computer application concepts and terminology presented. Quiz material will be taken from class and lab assignments. Failure to complete a quiz during the time allotted will result in a grade of zero.
- C. **Examinations (300 points) – Four (4) exams will be given during the span of the course. The exams will** be based on the concepts presented in learning modules, computer terminology, and application software knowledge – both terminology/concepts and application.
- a. Exam 1 – 100 points (application) will cover all material of the Microsoft Word Module
 - b. Exam 2 – 100 points (application) will cover all material of the Microsoft Excel module
 - c. Exam 3 – 50 points (objective) will cover all material of the Microsoft Access
 - d. Exam 4 – 50 points (application) will cover all material of the PowerPoint module

Exams will only be available for at least a 24 hour period. The exact exam date will be announced at least one week in advance, and you need to plan to be able to complete the exam during the 24-hour period.

Grades should be updated within 7 days of the due date. I will work diligently to maintain this schedule.

Please keep track of your grades in Blackboard. As I am using a point system, you should be able to determine your grade for this class at any time. You need to take responsibility for your grades; YOU can know at any time what your grade for the course is by tracking grades.

Instructor's Online Course Management Policies

- **Computer Access** -- Students will be expected to have access to a computer to take this class. If you have problems with your home computer, then you need to make arrangements to access a computer. Computers are available in labs on the CU Campus and the library.
- **It is PREFERRED that you use Microsoft Office 2016 version software**—I will not accept work completed in other versions, unless you have 2013 approved —so if you submit work in versions prior to 2013, you will receive a “0” for that work! If you are using an Apple computer, it will be your responsibility to ensure that your files are compatible and that I can open them.
- **Students, you must submit ALL WORK via Blackboard and On Time**—NO late work will be accepted and to submit work via email is too hard to track your work—thus, you must submit your work on time through the assignment in Blackboard! Please adhere to the deadlines! A key item to this course is ORGANIZATION of your assignments, computer files, and dates. If there is a valid excuse for late submissions, please see me on an individual basis.
- **Make-up exams will be given only when the student has a documented, excused absence.** The format of the make-up may not be the same as that of the regularly scheduled exam. Students who know in advance that they cannot be available to take the test during the designated times should make arrangements with the instructor to take the exam early. Make-up exams will be given at the convenience of the instructor.
- **Attendance** -- You will be dropped from this course if you have not logged into the course OR submitted any assignments after **10 consecutive days**. If you drop the course, you will need to see your advisor to complete a “drop form”. Just because you are dropped from Blackboard does not mean that you are dropped from the Registrar’s Office—you must drop the course!!
- **Academic Dishonesty and Honor Code** -- It is the policy of this instructor to follow the guidelines for academic dishonesty as specified in the college catalog http://catalog.concord.edu/content.php?catoid=8&navoid=466#Academic_Dishonesty and to follow the University Honor Code – “As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same.”

Simply put, students caught copying files, assignments, projects, or sharing work (unless in assigned groups) from other students in this course (or from previous courses in prior semesters) will receive a grade of “F.” Both parties involved in the incident (the cheater and the cheatee) will receive the F. I check the IP addresses, authors, and dates when files were created; I hope I don’t find any EXACT items.

This also applies to your carelessness in working with someone who may take your files without your knowledge; you should never work with someone and share your files; neither should you logon to Concord University or your Blackboard class with someone else’s user name and password. They could take your files without your knowledge and upload them as their work

- **Communication is vital** to any course, so please keep me informed of any issues that you may have that affect your work for this course. If you do not turn work in for a chapter, you probably should send an email and let me know that you just didn’t submit that work but are still in the class.
 - Emailing Instructor Guidelines:
 - a) Always use a subject line. If the subject changes, then change the subject line.
 - b) Type your name in the closing area as the email does not let me know who you are—example: dollbaby@hotmail.com. I would not know who this is unless you would sign your name.
 - c) Use complete sentences.
 - d) Capitalize and punctuate as you would any communication in the workplace; therefore, no “i” for pronouns, spell check, etc.
 - As this is an online course, it is your responsibility to check your emails on a regular basis—Please check your emails daily. **I will respond to student emails with questions about the course within 24 hours.** So please do not wait until the last minute to ask questions.
 - Email is available right in Blackboard with emails of all students in and the instructor of the course available to you.

- **Department of Business -- General Expectations of Students.** All students enrolled in the Business Administration degree program and those taking business courses at Concord University should have an attitude and demeanor that demonstrates a real commitment to the learning process. You will adhere to the expectations developed by the Division Faculty while in class and while representing the Division of Business and Concord University. A complete list of these expectations can be found displayed on Division bulletin boards and the Division website -- http://hub.concord.edu/business/node/11#Gen_Exp_Bus_stu
- **Sexual Harassment & Assault:** Federal law, Title IX, and Concord University policy prohibits discrimination, harassment, and violence based on sex and gender (including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation). If you or someone you know has been harassed or assaulted, you can receive confidential counseling support through the Concord University Counseling Center (304-384- 5290). Alleged Violations can be reported non-confidentially to the Concord University Title IX Coordinator at 304-384-6327 or titleix@concord.edu . Reports to Campus Security can be made at (304- 384-5357). As an employee at Concord University, I am a mandatory reporter which means I must report any sexual misconduct I am made aware of. This includes verbal or written (such as in an assignment) disclosures of sexual harassment or sexual assault.
- **Accessibility/Accommodations:** Concord College is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act (ADA) Please inform your instructor at the beginning of the class semester if you have a disability and are requesting accommodations. It is your responsibility to self-disclose that you are requesting accommodations. The University and instructor will provide you with a reasonable accommodation. You should register with CU's Disability Services Office, located in the Athens campus Jerry and Jean Beasley Student Center, Bottom Floor, across from the Campus Post Office. The Disability Services Office phone is 304-384-6086 or you can email the director, Nancy Ellison, at nellison@concord.edu
- **Academic Assistance:** The Academic Success Center is ready to assist any student with academic or personal concerns, tutoring, study skills, time management, and much more. The Academic Success Center is located in Suite 243 (Atrium) of the Rahall Technology Center. Students can stop by the ASC Monday through Friday, 8:00 am until 4:00 or by appointment. The ASC may be reached by calling (304) 384-6074, (304) 384-6298, or asc@concord.edu. Website: <http://www.concord.edu/academicsuccess/>

The drop-in tutoring schedule is posted online: <https://apps.concord.edu/tutoring/> . Smarthinking—online, and on-demand tutoring—is available on Blackboard at www.elearn.concord.edu

- **Participation in College-Wide Assessment Activities:** Federal regulations and regional accreditation policies on accountability in higher education require direct assessment of student academic learning. Thus, as part of the requirements associated with this course, students may be asked to take one or more standardized tests and/or to complete other related activities. The scores of individual students will remain confidential.

Syllabus Disclaimer – This syllabus is subject to change based on the needs of the class. Please check it regularly. All updates/changes to the syllabus will be posted on the course's Blackboard site.

Spring 2019 Tentative Schedule	
Weeks	Assignment
1 – Mar 7 - 18	Introduction/Review of Syllabus Introduction to using Blackboard – Orientation Module Computer Literacy/Concepts Module Word Chapters 1, 2, and 3 Use Spring Break – March 11-15 to get ready to work
2 to 2 ½ Mar 17- 21	Word Chapter 4 <u>Word Exam – 36- hour period from noon, Wednesday, March 20 to midnight, Thursday, March 21. The exam must be completed by noon on March 21.</u>
2 ½ - 3 Mar 22- Apr 1	Access Chapters 1 and 2
3 ½ Apr 2-5	Access Chapter 3 <u>Access Exam – objective only – 36- hour period from noon, Thursday, April 4 to midnight, Friday, April 5 The exam must be completed by April 5</u>
3 ½ - 5 ½ Apr 6 - 18	PowerPoint Chapters 1-3 <u>PowerPoint Exam – 36- hour period from noon, Wednesday, April 17 to midnight, Thursday, April 18. The exam must be completed by April 18.</u>
5½ -8 Apr 19-May 5	Excel Chapters 1-4
(Exam Week) May 6-10	<u>Excel Exam – 36-hour period from noon, Wednesday, May 8, to midnight, Thursday, May 9. The exam must be completed by midnight on May 9.</u>