

ABUS 290

Introduction to Computer-Based Productivity Tools

Spring 2009

1. CONTACT INFORMATION

Class Meeting and Location:

Section	001	002	300
Time	MW 2:30 – 3:45	TTh 3:05 – 4:20	MW 4:30 – 5:45
Location	B&E Room 238E	B&E Room 238E	B&E Room 238E
Contact Information	Instructor: Dixon Wilcox Office: B&E Room 101 Office Hours: TTh 10:00 – 10:45 MW 1:30 – 2:30; MW 2:30 – 3:45 & 4:30 – 5:45 (in B&E 238E) or by appointment (use E-mail to schedule or ask questions) Office Phone: 641-3655 E-mail: dixonw@usca.edu	Instructor: Arinola Adebayo Office: B&E Room 232 Office Hours: TTH: 10:45 a.m. – 12:00 p.m. TTH: 1:30 p.m. – 3:00 p.m. TTH: 3:05 p.m. – 4:20 p.m. (in BSED 238E) Other times by appointment Office Phone: 641-3316 E-mail: arinolaa@usca.edu	Instructor: Dixon Wilcox Office: B&E Room 101 Office Hours: TTh 10:00 – 10:45 MW 1:30 – 2:30; MW 2:30 – 3:45 & 4:30 – 5:45 (in B&E 238E) or by appointment (use E-mail to schedule or ask questions) Office Phone: 641-3655 E-mail: dixonw@usca.edu

COURSE DESCRIPTION

The use of computer applications to facilitate decision-making and support record keeping in small business environments. Includes problem and requirements analysis and information

design in a variety of real-world business problems using Windows-based PCs (Windows XP), Internet and email, word processing, spreadsheet, database, and presentation software (Microsoft Office XP). (3 credit hours)

PREREQUISITES

You are expected to come to class possessing basic keyboarding and typing skills. Basic email, word processing, spreadsheet, presentation, database, web browsing, and online research skills are an advantage but not a requirement.

MISSION STATEMENT

The School of Business Administration focuses on creating a caring learning environment in its accredited undergraduate program at multiple locations. The program prepares students to successfully meet the dynamic global, technological, and ethical challenges of business and society.

DISABILITY STATEMENT

If you have a physical, psychological, and/or learning disability which might affect your performance in this class, please contact the Office of Disability Services, 126A B&E, (803) 641-3609, as soon as possible. The Disability Services Office will determine appropriate accommodations based on medical documentation.

COURSE OBJECTIVES

The purpose of this course is to expose you to the basic elements of information processing, basic computer concepts, word processing, the Internet, email, the use of electronic spreadsheets, database applications, and presentation graphics for use in the business environment. By acquiring these skills you can use leading-edge computer technology to help develop your professional career as a business professional. As a business professional, you must be able to effectively create information, manage knowledge, and understand the systems in which business information is entered, processed, stored, and communicated to users of that information. There are three main objectives for this course:

Upon successful completion of this course, the student should be able to:

- Describe the fundamentals of computer hardware, software and systems concepts;

- Compare and contrast several different application programs;
- Use a microcomputer to solve basic business problems by using a variety of application software programs including WWW Browsers, Word-processing, Presentation, Spreadsheet and Databases programs.

EVALUATION OF LEARNING

1. The final grade in this course will be based on the following modules:
 1. 10% Module 1: Windows & Office Concepts (Covers the Chapters 1 through 4 of your book)
 2. 15% Module 2: Microsoft PowerPoint
 3. 30% Module 3: Microsoft Word
 4. 30% Module 4: Microsoft Excel
 5. 15% Module 6: Microsoft Access

1. Your letter grade will be determined using the standard percentage point evaluation below.

Letter Grade	Range of Percentages
A	92 - 100%
B+	89 – 91.99%
B	83 - 88.99%
C+	80 – 82.99%
C	75 - 79.99%
D+	68 – 74.99%
D	60 - 67.99%
F	59.99% and below

1. Administrative Details:

1. All of your grades are available in the Reports section of MyITLab. Do not use the average calculated by MyITLab as it is not a weighted average and does not account for averaging the two attempts per exam or averaging the two parts per exam. You will need to calculate your own average using the following formula:

For each exam first calculate the average of the two attempts, if taken. You should then average Part 1 and Part 2 of all exams (except Windows). Multiply the result for each exam times its respective weight. Add all results together to get your course average.

2. **You must receive a grade of 75 on each module (average of two attempts per Part and the average of the two parts) to successfully complete this course. If your average for the course calculates to a score above 75 but you have not scored a 75 or better for each module, your grade for the course will be adjusted to a 74 (a D+).**
 3. Please keep track of your grades as the semester progresses on your Individual Student Record. If you have questions in the calculation of your grades or in your approximate standing through the semester, please contact your instructor.
 4. This is a classroom environment – not a lab. You are in class to learn the material being covered for this class. As such, cell phones should be turned off or silenced (and should never be answered) and headphones are not allowed. Cell phones will be confiscated and turned over to the Dean if they are found in the classroom.
-

MyITLab Training & Assessment

- The course is divided into 5 modules. The modules are described in document titled “Course Modules” elsewhere in this folder.
- Each module should be completed no later than the assigned due date for your section. Due dates differ for each section. Keep track of your due dates. You may, of course, take any test earlier than the posted due date.
- Due dates for each module are on the ‘Due Dates for Exams and Assignments’ document found in the ABUS290 Course Documents folder in MyITLab. Due dates are also available on the calendar in MyITLab.
- If you will be gone on the due date of any exam it is your responsibility to take the test prior to the due date.
- All assignments for an exam should be completed by their specified due dates. Failure to complete an assignment may result in a lower than required result for the exam. It is your responsibility to complete the assignments by the due dates. You should utilize the “Course Content” tab in MyITLab to access assignments prior to the due dates. They will not automatically be shown in the calendar prior to the due date.
- If you take an exam prior to its due date all associated assignments must be completed by the date you take the test if the attempt occurs earlier than any schedule assignment due dates.
- There are no attempts of exams after their respective due dates. If you miss a due date for an Attempt 1 you must take Attempt 2.
- You will be using an online software package for training and assessment this semester. Training may be done at any location with Internet access at any time. All scheduled exams will be completed using the MyITLab utility in the classroom during scheduled class periods.
- Exams in MyITLab will be comprehensive covering concepts from both the online MyITLab tutorials as well as those included in your text that may not be in the MyITLab tutorials. Even though completion of the online assignments themselves

does not affect your grade for the course, successful attempts on the exams will require studying the text as well as completion of the online tutorials. Files for the tutorials in your book are available on the CD packaged with your book.

- You will be given **two attempts for each exam**. If you are satisfied with your grade on the first attempt you do not need to take it a second time. If you choose to take an exam a second time your recorded score will be the **average of the two attempts**. No more than two attempts will be allowed. If you choose to take an exam a second time – utilize the exam study guides found in MyITLab.
- **If you fail to take Attempt 1 of any exam your grade on Attempt 2 will be capped at an 83.**
- You must attend and take exams during your assigned section of 290. You may be allowed to take an exam during another class period with prior approval from your instructor. You may also use these times to work on your tutorials. An instructor will be present during regularly scheduled class periods to assist you as needed.
- To take an exam, you will sign the sign-up sheet at the instructor's station in room 238E. You will be given 60 minutes to complete each exam. Because of this, all exams must be started within the first 5 minutes of the class.

COURSE EVALUATIONS

Upon completion of your last exam, please take a few moments to go online and complete the course evaluation. Visit the website at <http://fp.usca.edu/eval> , select the appropriate section and complete the questions. This should take no more than 5 minutes or so.

REQUIRED MATERIALS

1. Text: Go! With Microsoft Office 2007 - Introductory (2007). Gaskins, Shelly et al. Pearson Education, Inc., Upper Saddle River, NJ. w/ MyITLab keycode.
2. Email: All students should have a USCA email account and network logon ID. If you do not have an account, you may obtain one at the Computer Center (B&E Room 238).

ATTENDANCE

This course is designed to be self-paced. Attendance to take exams is mandatory but it is your choice as to whether you attend class to work on the MyITLab Training modules or if you complete these at another location or at other times.

ACADEMIC INTEGRITY

From the USCA Student Handbook: “The principle of Academic Integrity and all procedures supporting it shall be referred to as the “Academic Code of Conduct”. It is the responsibility of every student at USCA to be familiar with the “Code”, to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic requirements. Academic requirements are defined as works-submitted for academic progression or graduation or any graduate or undergraduate course work. Any student who violates this principle, attempts to violate it, or who knowingly assists another in violating it shall be subject to discipline”.

Standards of academic integrity will be enforced in this course.

Last updated on: January 11, 2009