Intermediate Business Computing

BUSN 151

Sections
45919
46021
45920
45921

Fall 2015

WWW (online)

Credits: 3

Prerequisite:
BUSN 150 or ICS 101
(Grade C or better)

Course Information

Description

Expands the concepts of business computing introduced in BUSN 150. Develops greater proficiency and broadens knowledge of typical business applications (spreadsheets, database and presentations). Provides experience with typical business applications that utilize Intranet and Internet technologies.

Format

This course will be conducted entirely over the web during the Fall 2015 semester (August 24 – December 18). Your physical presence on campus will not be required (exception: one unit exam will be at TLC). Topics and lessons will be presented in weekly modules that will include overviews, resources for additional learning, assignments and activities to reinforce the lesson's learning objectives. You will be able to work at your own pace; however, there will be posted deadlines for items that count towards your grade. Your weekly workload will be approximately 10 hours (or more, if your computer skills are a bit rusty). Four synchronous web conferences may be held (synchronous – meaning only at a specified time). You will not be required to participate; however, it is highly advised to join in during at least some of the web conferences for real-time instruction and for the experience of web conferencing.

Instructor: Christine C. Andrews
Email: candrews@hawaii.edu (always include Class name in subject line; e.g. BUSN 151)
Preferred method of contact: Message tool though your Laulima class site

Office Location: Ka Lama 235
Telephone: 984-3237
Office Hours: Monday & Wednesday, 9:00 am – 10:00 am (or by appointment)

Required Text & Additional Materials

Your course text is [GO! with Microsoft Office 2013 Volume 2](): Shelley Gaskin, Carol L. Martin, Nancy Graviett, Suzanne Marks & Debra Geoghan.
ISBN-10: 0133411796 • ISBN-13: 9780133411799;©2014 • Prentice Hall • Spiral Bound, 800 pp See more at:
http://www.pearsonhighered.com/educator/product/GO-with-Microsoft-Office-2013-Volume-2/9780133411799.page

Also required is a class access code to Pearson MyITLab and a Windows version of Microsoft Office 2013. Although these items may be purchased separately, the most efiicient and cost-effective way to obtain your course materials is from the UH bookstore as a packaged deal.

Bookstore Package

Publisher: Pearson
Package Includes:

- Sprial-bound textbook, *GO! with Microsoft Office 2013, Volume 2*
- Electronic version of textbook (e-book)
- Pearson MyITLab Access Code
- Microsoft Office 2013 (including Microsoft Access 2013) – trial Windows version good for 180 days

Alternatives to Bookstore Package

- You may also purchase just the e-text and MyITLab access code directly from Pearson (no printed textbook, no trial software). You would purchase this during the registration process for our class site.
- If you have acquired a printed textbook, you may just purchase the class access code for MyITLab.

Use of Laulima

The **module** tool in Laulima (UHMC's web-based on-line course management system) will be utilized in this course to provide a weekly overview of each lesson topic and the activities to be performed during each week. **Start each week by reading the module and looking for new announcements before you begin working.** Other tools that will be employed are: the **message** tool (for instructor-student communication), **announcement** tool (for updated class information), **discussion** tool (for team projects), **Assignments Tests & Surveys** tool (for quizzes and practice), **Assignments** tool (for graded non-MyITLab exercises), **Resources** tool, **Dropbox** (for uploading files independent of an assignment) and **Gradebook**. **Check your gradebook often to follow your progress.**

Use of Pearson MyITLab

Your required course materials include an access code for MyITLab which is an online course support tool that will accompany your text. You will use MyITLab to complete many of the projects required for this class, to access supporting resources such as training videos and skill simulation exercises and to take assessments and quizzes. You will also have access to the electronic version of our textbook (e-book) as well as e-book chapters (for review) and possible selections from other e-books for additional reading. The website for Pearson MyITLab is distinct from Laulima, so you will need to log in separately to this site. Detailed instructions for how to prepare your computer for use with MyITLab, how to gain access to our course and how to navigate MyITLab are included as a resource in our Laulima website and on the Pearson MyITLab website. **Log in to MyITLab daily for access to the**

e-book reading and to complete your assignments. Although you will often see scores after completing your assignments, the "official" gradebook will be in Laulima, not MyITLab.

## Web Conferences and Use of other Web Tools

There will be four scheduled online meetings using a web conferencing tool (Blackboard Collaborate). You will receive instruction on how to participate using this tool.

From time to time, other web tools such as You Tube, Wiggio, Prezi, and cloud applications such as Microsoft One Drive, Google Docs, Google Drive and DropBox, and Web Apps may be employed during this course as a means of introducing new technologies commonly used in business. Only free tools will be used and you do not have to have prior familiarity with these tools – ample instructions will be given for you to experience these technologies.

Communication with Instructor

The preferred method of individual contact is through the message tool in Laulima (rather than directly through UH email). I will check Laulima messages generally twice a day and will try to respond within 24 hours, or sooner. If you send an urgent message, and do not hear back from me within 24 hours, send the message again and check the option "*Send a copy to recipient's email*".

You may also visit me during my posted office hours on campus without an appointment or arrange to meet at another time. Skype or phone meetings can be scheduled. **It is imperative that you keep the lines of communication open if you feel you are falling behind or when situations arise where you cannot make a posted exam date**. In any communication, please state clearly your name and the course you are taking and the section (e.g. *Joe Smith, BUSN151 online*).
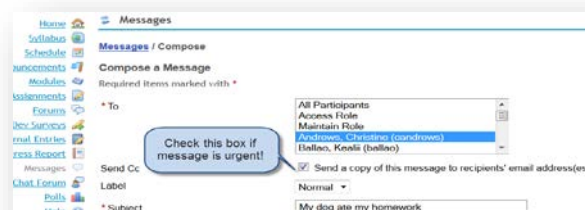
Student Responsibilities

This class has an emphasis on practical software applications. A successful student in this class will:

- Have regular access to a personal computer with high speed Internet access.
- Install the proper software, **Microsoft Office 2013** (Windows version) **including Microsoft Access** on your computer or make alternate plans to do all your work in a campus lab. A free 180 day trial is included with the book package sold at the bookstore.

Attention! Mac Users

The Mac version of Office is not recommended in this course. You will not have Microsoft Access software and you will not be able to successfully complete and receive immediate feedback for the document projects assigned in MyITLab. At present, there is no Office 2013 equivalent for the Mac. If you purchase the book package from the bookstore, you will receive a 180-day trial version of Microsoft Office 2013 for Windows – install this on your Mac using Parallels, Bootcamp or similar Mac option available to run Windows software (see ICT on campus for help if you need it).

Note: Some simulation exercises will be assigned within MyITLab. These types of exercises run completely from the web so no software is needed.

- Know how to access Laulima and possess the skills necessary to use it.
- Have an access code to MyITLab and perform the necessary system checks to be sure it works correctly on your browser (Recommendation: Use the Office 2013 Browser Tune-up Wizard to ensure optimal performance throughout the semester – details available from MyITLab help pages).
- Have a USB Flash Drive (1GB minimum) or other means of backing up your work regularly
- Have access to a printer.
- Check Laulima and MyITLab daily for assignment schedule, deadlines and other announcements.
  - Keep on a regular schedule of completing assignments by the due dates.
  - Check your Laulima gradebook and MyITLab notification area often to see your progress.
  - Check for instructor comments on your submitted and graded assignments.
- Participate in more than just the assigned projects – be active in discussions, team assignments, quizzes, web conferences, and overviews of various technology tools when they are presented. Watch the instructional videos and explore the resources suggested to help you in your learning.
- Keep communication open with the instructor – ask questions when you need to!
- Plan to spend approximately 10 hours/week on this course.

TIP: If you do not have experience with Laulima, participate as soon as possible in the many workshops offered on campus to learn about Laulima, schedule time with a tutor in the TLC or take the student online tutorials available at Laulima Support for Students. **Do this before the 1st week ends**.

Additional Student Responsibilities for Online Classes

You must establish an **Alternate Technology Access Plan**. In registering for a Distance Education course you are responsible for finding immediate access to another computer with Internet connectivity and the appropriate software in the event that you experience technical difficulties with your primary computer. Technical difficulties can include but are not limited to problems with your computer hardware/software; virus and malware infections; loss or damage of external storage devices; or lack of service by your Internet Service Provider (ISP). This plan should be made by you prior to the start of the semester and should be implemented immediately upon encountering technical difficulties. You will be required to continue course work while independently resolving any technical issues with your hardware/software or ISP. **Technical issues do not constitute the extension of an assignment, project, quiz or exam deadlines**.

First time with an online course? Take this simple survey to determine if this learning modality fits you:

http://uhcc.hawaii.edu/distance/self_assessment.php

Visit the following Laulima Student Help page for technical requirements and Tips for Taking an Online Courses:

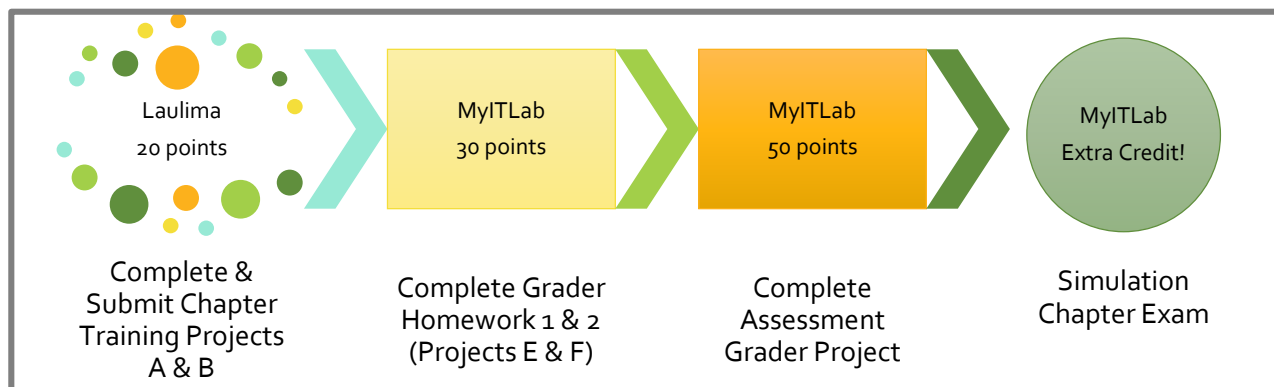http://www.hawaii.edu/dl/onlinelearning

Evaluation & Grading Policy

Your final grade will be determined using the following components based upon points earned:

Participation (20%)

- This part of your grade is for class activities such as short quizzes, group discussions, team projects, web conferences and other participatory exercises that will be posted during the semester. Grading rubrics with scoring details will be provided for these and will be announced within your Laulima modules. *Team projects.* You will be asked to evaluate your team members and the evaluations will be factored into individual team project grades.

Projects (Homework) (50%)

- *Your projects.* You course grade is <u>heavily</u> weighted towards completing projects. For each Microsoft Office subject unit (Excel, Access & PowerPoint) you will work through a set of training steps that focus on particular skills and objectives from each chapter (called *Projects A & B* in the book). Your completed files will be uploaded to Laulima. After completing the training skill sets, you will then be asked to apply those skills to more complex re-enforcement exercises ("grader" projects). Grader projects will be done entirely in MyITLab. ALL PROJECTS HAVE DUE DATES THAT MUST BE MET!! You may work ahead.

Laulima 20 points	MyITLab 30 points	MyITLab 50 points	MyITLab Extra Credit!
Complete & Submit Chapter Training Projects A & B	Complete Grader Homework 1 & 2 (Projects E & F)	Complete Assessment Grader Project	Simulation Chapter Exam

Training Project Details. Follow the steps outlined in your chapter Projects A and B. When finished, upload your completed files to Laulima. A maximum of **10 points** for each Project will be awarded based upon the completeness of the project (See Training Project Grading Rubric posted in Laulima Resources for details). Before submitting, check your finished work against the visual pictures in the book, or compare them to the solution files posted in Laulima resources. Some projects will require working file(s) to begin. All needed working files for each chapter can be downloaded in one step from the companion book site or downloaded one-at-a-time from Laulima resources.

http://wps.pearsoned.com/bp_go_office_2013_vol2/239/61366/15709710.cw/content/index.html

Grader Project Details

Homework Grader Projects: 15 points each. In Grader projects, you will 1) download an instruction sheet and starting file (s) from within MyITLab saving the documents on your own computer system and then 2) work on the project using your Microsoft Office software to complete the project (offline) and finally 3) return to the MyITLab assignment and click to upload your finished document. After a few minutes you will be able to see your score, and get exact details of any errors in your project. At this point you may correct your errors by editing your document and re-submitting to get a better grade. You will be allowed 3 attempts and your highest score will be the one recorded in your Laulima gradebook. **It is highly recommended that you take advantage of the 3 possible attempts and to get help between submissions to maximize the possibility of receiving the best score!** The two homework grader projects will comprise the objectives covered in the training Projects A & B done from the textbook.

Assessment Grader Projects: Maximum of 50 points! These function similar to the homework grader projects, however, you will be allowed only one submission (no chances to correct your errors). The assessment will comprise a combination of skills from Projects A & B. Treat the assessments as a mini-exam and prepare by reviewing the training videos and completing the practice grader that will be given to you in MyITLab. The practice grader will give you instant feedback (just like the homework graders) but will not be counted in your course grade points.

LATE GRADER PROJECTS WILL BE ACCEPTED BUT WITH AN AUTOMATIC DEDUCTION OF 2%/DAY ON YOUR ACHIEVED SCORE.

Any grader projects not submitted within, or not uploaded successfully within 10 days of the due date will receive a score of 0. Scores within MyITLab will be shown as % correct. Percentage scores from MyIT Lab will be transferred as absolute points to your Laulima gradebook as follows:

Homework Graders: >90%=15; 80-89%=10; 70-79%=5; <70%=0
Assessment Graders: % score in MyITLab X 0.5 (Example: 89% Score, Laulima points = 44.5 (89X0.5).

Extra credit: 10 points if >=80% correct. Each chapter will have an extra credit opportunity in the form of a simulation exam. Simulations are completely web-based, meaning they can be done from ANY computer (Mac or Windows) and you do not need to use any Office software from your computer. The simulation will give you instant feedback for each task. If you are incorrect on a particular task step, you may try again until you have exhausted the number of pre-set attempts (6). When you finish the last task of each simulation a score is submitted to MyITLab as a percentage. You must achieve a score of 80% or higher to receive the extra credit points. If you accidentally submit a simulation before completing all skill steps, you may start the entire simulation over. **NO LATE SUBMISSIONS ACCEPTED!**

Simulation Exceptions: During the Review module for each unit, simulations will be given as trainings, rather than exams. Use these to hone your skills. During the training simulation, you will have the opportunity to ask for learning aids in order to correctly complete each skill. If you exceed the number of pre-set attempts (6) for each question the simulation will automatically move you into a practice mode and then allow you to re-try the skill.

Exams (Unit Assessments) (30%)

- **Exams- Excel & Access** will be given at the end of the units on Microsoft Excel and Access and will be project based for each book chapter covered (similar to your homework grader project) along with a comprehensive objective assessment. These assessments will be available during a one-weeklong window (see posted course general schedule). And will be administered through Laulima. You must go to a proctored testing center. You will be allowed only ONE ATTEMPT. Unit exams are "open book" meaning that you may use your class notes, textbook, help screens or other resources to complete them. You will be timed. Unit exam material will be primarily from topics covered in the textbook and homework exercises, however, some additional material not contained in your textbook but presented through videos or presentations may also be in the unit exams. Unit exam grades will be posted as soon as possible and will follow these breakpoints: 90% and above=A; 80%-89%=B, 70%-79%=C; 60%-69%=D; below 60%=F.

  If your exam score is less than 60%, there will be an opportunity to take a repeat exam of similar nature (limited to a maximum score of 70%). You must communicate your desire to retake the exam within 48 hours of the grade release announcement. Any makeup exams must be taken in a proctored testing center (e.g. at TLC).

- **Makeup exams** - will not be given except under unusual circumstances. Arrangements must be made with the instructor within 48 hours of the scheduled exam time.

- **Unit exam – PowerPoint.** No formal "exam" will be given for this module. Instead you will be required to create a presentation incorporating the features presented in this course and share it with your classmates. Your presentation focus must be from a list of assigned subject matter and must follow a detailed scoring rubric (details to be given during the semester).

Participation
20%

Projects
50%

Exams
30%
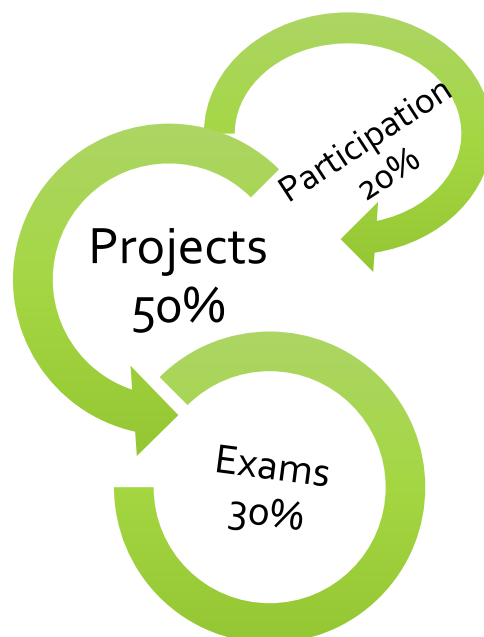
Success Strategy

If you stay on top of assignments you will do well in this class. If you fall behind and/or skip homework, it will be difficult to pass this class. Your Gradebook tool is the best place to check your progress. At any point during the semester, the gradebook tool will:

- Give your overall letter grade up to that point
- How well you are doing in each grading category (as a percentage – 70% is a passing goal for each category)
- A listing of each assignment and instructor comments (expand the assignments (projects) category)

- Monitor your own progress in MyITLab

Keep the lines of communication open - contact instructor IMMEDIATELY in the event of "extreme" life circumstances.

UHMC Policies

Academic Honesty

The UH Maui College Student Conduct Code specifically warns that cheating will not be condoned and may result in expulsion from the College. Business values honesty above all other skills and attributes. Please be advised that graded assignments and tests in this class must be completed independently. Cheating in any form will not be tolerated and is easy to detect with MyITLab. Sharing files or parts of files is considered cheating in BUSN151! Read the Student Conduct Code on the Support for Students link on the UHMC website

Support for Students

Visit the UHMC campus website for specific items of support such as Academic Policies, Grading Options, Financial Aid, Computer Labs & Hours, Disability Services, and more (maui.hawaii.edu/services-for-students).

MySuccess is an early alert system currently available for student support. You will see alerts on your MyUH portal regarding your progress in this course at four times during the first three months of the semester.

BUSN class help and individual tutoring can be accessed at the Ka Lama Business lab, Ka Lama Room 203. Take advantage of this valuable resource!

The Learning Center (TLC) offers services designed to help students improve their overall academic performance. Workshops and tutoring sessions are structured to promote effective learning and academic management. TLC also provides instructions on using Laulima, UH Portal, Brainfuse, Turnitin, Pearson and other websites. Go to http://maui.hawaii.edu/tlc/ to access our hours and other online resources, stop by TLC, or call 808-984-3240 for more information

Title IX
No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. View an informational video on Title IX from the Support for Students link on the UHMC website.

Disability Statement

Reasonable accommodations will be provided for students with documented physical, sensory, systemic, cognitive, learning and psychiatric disabilities. If you have a disability and have not voluntarily disclosed the nature of your disability and the support you need, you are invited to contact Lisa Deneen - Disabilities Coordinator at 984-3227 or Telecommunication Device for the Deaf (TDD) 984-3325 or the Text Telephone (TT) replay service at 643-8833. The Disabilities Coordinator will verify your disability and provide the course instructor with recommendations for appropriate accommodations.

Learner Outcomes

General: Learning outcomes for Excel, Access and PowerPoint are over and above those contained in BUSN 150. Upon successful completion of training in this course, the student should be able to perform the following tasks with confidence:

- Define and explain specific terminology relating to spreadsheets, databases, presentation graphics, intranets, and the internet.
- Use file system commands and utilities necessary to manage user files and folders in a networked environment.
- Use backup and recovery programs necessary to safeguard user data files in a networked environment.
- Use a spreadsheet to analyze and present numeric information, graphs and charts and to apply these tools to common business problems.
- Use a database program to organize, store and retrieve business information using database forms, queries and reports.
- Use a presentation graphics program as a tool to support and develop business communications skills and to create presentations with appropriate audio and visual components.
- Use integration tools for sharing information between different applications such as word processor and spreadsheet programs.
- Use data acquisition tools such as scanners, optical character recognition, Internet searching, email and list servers to retrieve and store information for later use.

Specific: Upon successful completion of training in this course, students will be able to:

Use Microsoft Excel to:
- Find and replace cell data and formats.
- Apply styles.
- Insert and delete worksheets.
- Use 3-D references.
- Use Payment (PMT) and Present Value (PV) financial functions.
- Utilize a loan amortization table.
- Create hyperlinks.
- View and edit comments.
- Create, edit, and apply templates.
- Summarize data with subtotals, pivot tables and charts
- Use Data Consolidation.
- Create and apply custom number formats.
- Use conditional formats.
- Use named ranges in formulas.
- Use Lookup and Reference functions.
- Locate and resolve errors.
- Perform What-If analysis.
- Modify passwords, protections, and properties.

Use Microsoft Access to:
- Add a pre-defined input mask to a field.
- Create Lookup fields.
- Create and display forms.
- Modify form properties.
- Filter records.
- Create one-to-many relationships.
- Enforce referential integrity.
- Create and format reports.
- Add calculated controls to reports.
- Preview and print reports.
- Import data to Access.
- Export data from Access.
- Create lookup fields and modify lookup field properties.
- Import XML documents into Access.
- Export Access data to XML documents.
- Compact and repair databases.

Use Microsoft PowerPoint to:
- Modify headers and footers in the slide master.
- Import text from Word.
- Add SmartArt elements to slides.
- Apply custom formats to tables.
- Apply animation schemes.
- Customize slide formats.
- Customize slide template.
- Manage a Slide Master.
- Rehearse timings.
- Rearrange slides.
- Add links to a presentation.
- Import Excel charts to slides.
- Add sound and video to slides.
- Insert Word tables on slides.
- Set up slide shows.
- Deliver presentations.
- Share presentations on cloud storage.
- Manage files and folders for presentations.

General Schedule

BUSN 151: Intermediate Business Computing General Schedule

Fall 2015: CRN 45919,46021,45920,45921

Instructor: Andrews

NOTE: Dates are approximate. Definitive due dates are on MyITLab calendar and in Laulima Module tool. Watch Laulima announcements/MyITLab Notifications page for schedule changes.

Week	Start Date	Module/ Topics	Text Reading (e-book* & Print/Required Text)	Assignment Due Dates **	Important Dates/Notes
1	Aug 24	Module 1/Getting Started: Course Overview, Laulima tools, MyITLab (MIL) Intro, MIL Simulation	e-book: _Common Features of Office 2013_ Laulima Resource Postings	8/25, 8/27, 8/29 & 9/1	8/28: Last day to withdraw with 100% refund
2	Aug 31	Module 2/Excel Review: Basic spreadsheet manipulations, Formulas and Function, Charts, First MIL Grader Projects	e-text **Excel** Chapters 1-3	9/3, 9/5 & 9/8	**Labor Day Holiday Monday, Sep 7 campus closed**
3	Sep 7	Module 3/Excel Financial and Lookup Functions, Defining Names, Validate Data and Audit Worksheets	Required Text **Excel** Chapter 4	9/8, 9/10, 9/12 & 9/15	**BLACKBOARD MEETING TBD**
4	Sep 14	Module 4/ Managing Large Workbooks & Using Advanced Sorting and Filtering	Required Text Excel Chapter 5	9/15, 9/17, 9/19 & 9/22	9/14: Erase Day, last day to withdraw with 50% refund
5	Sep 21	Module 5/Excel Creating Charts, Diagrams, & Templates	Required Text **Excel** Chapter 6	9/22, 924, 9/26 & 9/29	
6	Sep 28	Excel Additional Topics/Team Projects/Catchup		TBD	**BLACKBOARD MEETING TBD**
7	Oct 5	**Module 6/EXCEL EXAM WEEK**		**EXCEL EXAM (by Oct 10)**	
8	Oct 12	Module 7/ Access Review	e-text **Access** Chapters 1-3	10/13, 10/15, 10/17 & 10/20	
9	Oct 19	Module 8/Access Enhancing Tables	Required Text **Access** Chapter 4	10/20, 10/22, 10/24 & 10/27	
10	Oct 26	Module 9/Access Enhancing Queries	Required Text **Access** Chapter 5	10/27, 10/29, 10/31 & 11/3	10/30: Last day to withdraw
11	Nov 2	Module 10/Access Customizing Forms & Reports	Required Text **Access** Chapter 6	11/3, 11/5, 11/7 & 11/10	
12	Nov 9	Access Additional Topics/Catchup		11/10, 11/12, 11/14 & 11/17	**Veteran's Day Wed. Nov. 11 campus closed BLACKBOARD MEETING TBD**
13	Nov 16	**Module 11/ACCESS EXAM WEEK** **Module 12/PowerPoint Review**	e-text **PowerPoint** Chap. 1- 3	**Access EXAM (by Nov 21)** PPT review by 11/21	
14	Nov 23	Module 13/PowerPoint Templates, Combine and Protect Presentations	Required Text **PowerPoint** Chapter 4	11/24, 11/25, 12/1	**Thanksgiving Day Thurs. Nov. 26 campus closed**
15	Nov 30	Module 14/PowerPoint Advanced Graphics, Audio & Video	Required Text **PowerPoint** Chapter 5	12/1, 12/3, 12/5 & 12/8	
16	Dec 7	Module 15/PowerPoint Customization: custom shapes, Slide Masters, Creating Custom shows	Required Text **PowerPoint** Chapter 6	12/8, 12/10 & 12/12	12/10: Last Day of Classes **BLACKBOARD MEETING TBD**
Finals Week	Dec 14-18	**Module 16/POWERPOINT PROJECT**		**PowerPoint Final Project (by Dec 17)**	

*e-book Chapters in <u>bolded underlined text</u> are additional material not included in your required textbook but available in MyITLab.

** Specific assignments and location for assignment will be found in Laulima Modules and MyITLab Calendar & Course Materials