BUS 150 – BASIC Computer Applications

Spring 2023 BUS 150 Syllabus

January 8 – March 3, 2024 1st Session On-Line

Class Meeting Location: Canvas/Mindtap

Contact Information: Mrs. Cindy Moss, Lecturer, MBA

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**Sign up for Remind** in order to receive important information. This is a means of communication with you since most students don’t check your Reinhardt Emails. Important information will be sent via Reinhardt Email, and Remind to help with the communication process

**Text: Technology for Success, Microsoft Office 365 & Office 2019 ISBN 13-978-0-357-02638-0. We will be using “Mindtap/Sam” to complete our assignments. You will have access to an eBook through the Mindtap web application. You do not need to buy a hard copy of the book. PLEASE NOTE; IF YOU ARE USING A MAC OR CHROMEBOOK YOU MUST HAVE ACCESS TO OFFICE 365.**

**Mandatory: Mindtap user license. You will be charged a lab fee of $84.40 for your user license.**

Credit Hours: 3-credit lecture or seminar course, 8-Week on line course

Over 8 weeks students will spend 300 minutes per week in lectures, class discussion and examinations (37.5 hours for the semester). Instructional time includes a 3-hour final exam. Work includes online lecture videos, reading, training, projects and preparation for exams and quizzes and is estimated at around 300 minutes per week (75 hours for the semester).

Canvas

Canvas is the learning management system at Reinhardt. If you need more information about how Canvas works you can review the training manual on-line.

If you are absent from class, you will need to check Canvas for any class calendar changes, assignments missed, PowerPoint presentations, etc.  A copy of the class schedule & syllabus will always be available on Canvas along with any changes.   However, this does NOT exempt you from making sure you are aware of any verbal announcements made in class, so please exchange contact information with someone in class to communicate with if you are absent from class. I will maintain all of your grades in Canvas, so you may view them at any time once I have notified the class that they are posted after an exam or assignment.  You can access Canvas off-campus at <https://reinhardtuniversity.instructure.com/login/canvas>.   Please check your Reinhardt Email at least twice (2) a week, as I will send notes and information to you via Canvas email. Your grades are posted in Canvas for you to keep abreast of where you are standing in this class. Please share your Canvas login with your parent’s so they can also know how you are doing in this class.

Catalog Description

Taken from the Reinhardt College Academic catalog. This course explores computer concepts and the use of basic business computer applications, beginning with an introduction to the Windows environment including internet, email, and Microsoft applications including Word, PowerPoint and Excel.

Course Description

Students will become knowledgeable, effective users of information, information technology (IT), and information systems (IS) in professional and managerial roles as knowledge workers in organizations. Students will understand how information systems may be used, developed, and managed to support the operational, tactical and strategic decision-making activities and operations of organizations.

Course Objectives

After completing the course, the student will be able to:

1. Students will demonstrate the ability to solve problems using the computer as a tool, using either application packages or custom programs. (MSOB: M1, M4, M6 – University: Domain I, II IV)

2. Students will demonstrate an understanding of the technology used in information processing. (MSOB: M1, M2, M3, M4 – University Domain: I, II, IV)

3. Students will demonstrate an entry-level proficiency in using the microcomputer as a productive tool for processing commands, word processing documents, worksheet/spreadsheet data, electronic communication, information or presenting information. (MSOB: M1, M2, M4, M6 – University: Domain I, II, IV)

4. Students will apply a professional/business-like approach to using computer-mediated communication and explain how the microcomputer and software programs are used to aid in expediting work or for problem solving tasks. (MSOB: MI, M2, M4, M6 – University: Domain I, II, IV)

5. Students will use operating systems, worksheets/spreadsheets, databases, word processing programs, networks, and communication mediated means to expedite work in a school or business setting. (MSOB: M1, M2, M4, M6 – University: Domain I, II, IV)

Class Participation and Performance

This is an online class, and you are expected to complete ALL WORK assigned for each module according to the dates posted on your tentative schedule. Once a module has been closed it will not be available and you will receive a “0” for any graded work that was not submitted. It is your responsibility to submit your work on time as to avoid receiving a “0” for missed work.

Missing a quiz or exam

**You must take exams and projects at the assigned times**.  Missing a test is permitted only under dire circumstances.  The examination schedule will be followed as posted on your tentative schedule.

Sports or Campus Organization Responsibilities Absences

If you are representing the school for a game or competition it is your responsibility to complete your assignments on or before the posted due date. Each module is open for two weeks so you can work ahead if you know you will be traveling for a RU event. If you miss submitting your work as scheduled, you will receive a 0 for any graded assignments not submitted.

Extra Credit

Extra credit is given at the discretion of the instructor.

Late Work

**Assignment Due Dates:** All assignments should be completed on time and submitted by as 11:55 pm on the day posted on your schedule for the class. Late assignments are only accepted at the discretion of the professor. ***No assignments will be accepted after the due date.*** If you miss submitting your work, you will receive a “0” for each project or training. I will not open the projects or training for you to complete after the due date. Remember your projects and training are 25% each for your grade. Missing these will dramatically reduce your grade!! **DO NOT ASK ME TO OPEN THESE UP AFTER THEY CLOSE.**

**Don't Wait:** Start your assignments early in the semester, don't wait until the last moment, I expect each of you to do professional work!

Additional Support for the Course

**ASO Students**: Please notify me on the first day of class (after class—this is something we don’t’ need to discuss w/the entire class) that you are an ASO student and if you need a note taker or need additional time testing, so we can prepare for the assistance in advance.

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities.  This legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. Reinhardt University is committed to providing reasonable accommodations for all persons with disabilities. Therefore, if you are seeking classroom accommodations under the Americans with Disabilities Act, you are required to register with the Academic Support Office (ASO). ASO is in the basement of Lawson Building. To receive academic accommodations for this class, please obtain the proper ASO letters.

Students can go to the **Center for Student Success** for additional support for this class. If you feel you need additional help, please schedule a meeting with me, so I can ensure that you receive the proper support. This center is designed to support your learning in class, so it’s not to replace your regular class attendance. **You may take advantage of this service even with this being an online class.**  I am available to meet with you via TEAMS and walk you through any problems you may be encountering. Email me and we will set up an appointment time.

Grading and Evaluation Criteria

* This class assumes the student is working in a business environment.
* Corrections or appeals should be made within **two weeks** of receiving your final grade.
* **Grades:** If you would like to discuss your grades, you may schedule a meeting outside of class. I don’t discuss your grades in class because there isn’t time and there are privacy policies that protect your rights (so others aren’t aware of your grades).
* **Grading:** If you feel that you have received an “unfair” grade for an assignment you can opt to have the College Dean or any other faculty member he/she might assign to the project to grade the assignment and you will receive the grade that they feel is earned for the assignment. However, if this grade is lower than the previously assigned grade by the instructor you will receive the final grade offered by the College Dean, so make sure you feel you have grounds for appeal. Please speak directly with the instructor in an “out of class” meeting concerning your grades.
* **Academic Honesty:**  Please see the section of the general catalog which describes the college policy on academic honesty. The policy provides descriptions of what violates the policy and of what penalties may be imposed for violations.  Failing grades will be assigned for any work which does not meet the standards of academic honesty.  **Any violation of academic honesty can result in a failing grade in a course.** It is very easy to copy/share your files.  However, if you don't complete the work you won't learn from it & your exam grade will reflect this failure on your part.  If I detect or observe sharing of work you both will receive an F.    **All your projects and exams are graded in SAM. SAM has a built in sharing of files where I will receive a notification that an embedded file has been shared. Both parties will receive a “0” for that assignment and the cheating incident will be reported to the VPAA. After the first cheating detection you will receive an automatic “F” for the course if it is detected a second time**
* Grading Scale

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| **OPPORTUNITY** | **PERCENTAGE** |
| **Exams 4 Hands on Exams and 3 Capstone Projects** | 20% |
| **Average of SAM Projects**  | 20% |
| **Average of SAM Trainings in SAM**  | 20% |
| **5 Quizzes** | 20% |
| **Final Exam (Hands on Exam in SAM**) | 20% |
| Total | 100% |