

BUS 245 – Advanced Microsoft Office Applications

Spring Semester 2024 BUS 245 Syllabus

January 08 – April 22, 2024

Class Meeting Location: TBA

Class Days/Hours: Monday, Wednesday, Friday 9:00 am – 9:50 am

Contact Information: Beverly A. Smith, CPA, CFE, MBA

Office: Business Office, Burgess Administration Bldg.

Office Phone: 770-720-5523

Cell Phone: 770.548.1902

Email: Beverly.smith@reinhardt.edu

Communication: Important information will be communicated via your Reinhardt Email and Canvas.

Office Hours: By Appointment

Mandatory Text: MindTap for the Shelly Cashman Series Collection, Microsoft Office 365 & Office 2021 ISBN 978-0-357-67666-0. We will be using "MindTap/Sam" to complete our assignments. You will have access to an eBook through the MindTap platform. **You do not need to buy the hard copy of the book.**

Mandatory: MindTap user License. You will be charged a lab fee of \$126.34 for your user license.

CREDIT HOURS: 3-CREDIT LECTURE OR SEMINAR COURSE, FACE-TO FACE

Over 15 weeks students will spend 150 minutes per week in lectures, class discussion and examinations (37.5 hours for the semester). Instructional time includes a 3-hour final exam. Out-of-class work includes homework 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 on a consistent basis, as I will send notes and information to you via email. Your grades are posted in Canvas for you to keep abreast of where you are standing in this class. You are encouraged to share your Canvas login with your parent's so they can also know how you are doing in this class. You are also encouraged to download the Canvas Mobile App for students on your mobile device.

CATALOG DESCRIPTION

Taken from the Reinhardt College Academic catalog. This course explores the advanced use of Microsoft Office computer applications used in business. Students will further their knowledge of spreadsheets, databases, word processing, and presentation software. This course will also prepare students for the advanced use of Excel in BUS 330 statistics. Students will study the terminology and hands-on use of the computer applications.

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)

6. Students will demonstrate the ability to communicate effectively through oral presentations given in class. MSOB: M1, M2, M3, M4, M5, M6 University: Domain I, II, III, IV)

LAB CLASSROOM POLICIES

Since this course meets in a Lab classroom, it is sometimes necessary to eliminate certain distractions from the class. Students and instructors find the following extremely distracting during class:

1. Punctuality Students are expected to arrive to class on time. Please arrive prior to class beginning just as you would a job. Late arrivals can be distracting during class time.
2. Printing (using the printers in the classroom) during class time. Unless we are having a 100% Lab Session, printing during class is prohibited. I will instruct you on what you need to print.
3. Checking email (reading, composing, sending) (this is prohibited during class, and especially during exams). Emailing of any kind during exams is grounds for an immediate zero on the entire exam.
4. Performing non-class related work. The typing is disturbing to your colleagues who are learning, and to the Professor. Continued performing of non-class related work is equivalent to nonattendance and will be treated as such. Students who continue to type while the instructor is teaching will be dismissed from class (even if it's an assignment for this class!!!).
5. Web Surfing. This is prohibited. You will immediately be asked to leave the class. If I ask you to leave class for this reason more than once you will be dropped from the class. If you look at inappropriate materials on the internet in class, you will be dropped from the class immediately.
6. Students are not allowed to utilize cell phones for calls or text messaging during class. This distracts from your work and is distracting to those around you. This also holds true for the use headphone music devices during class.

Class Participation and Performance

1. Attendance Policy: Regular attendance is required and expected. In this class we explore basic business computer application concepts. We will cover quite a bit of exciting information. For you to be successful and learn from class lectures and have a better overall learning experience, it is important for you to attend class every day. It is vital that you are also engaged in class lectures and activities to gain the full benefits of this class. If you are to learn and be transformed by your learning experience, you should try consistently to be actively engaged and present. If you know you will be absent, please let me know beforehand, so that I can give you your assignments. If you miss class because of an illness or emergency, please e-mail me or contact one of your colleagues to see what you have missed.

If you have 5 unexcused absences from this class your grade will be reduced by one (1) letter grade. 6 unexcused absences will result in a 2-letter grade deduction, 7 unexcused absences a 3-

letter grade deduction and on your 8th unexcused absences will result in an automatic “F” in this class.

2. **Goal of Assignments:** The object of the assignments is to help add to your learning experience. If you want to obtain the maximum benefit from this class, I suggest spending time practicing and reviewing what we have covered in class and what you read. It is a good idea to practice, if you are practicing properly this can increase your understanding of the material and provide a better benefit for your learning journey.
3. **Disclaimer:** This course syllabus provides a general plan for the course; deviations on class schedule may be necessary.

Missing a quiz or exam

You must take exams and projects at the assigned times. Missing a test is permitted only under extreme circumstances. The examination schedule will be followed. Please arrange your life so that you will be present at the exams and quizzes. You will be required to make up the work on the date the instructor specifies, which will be outside of the regularly scheduled class time. I have set aside the last day of regular class to make up one missed exam. Missing more than one exam unless it is an excused absence will result in a “0” for that exam.

Sports or Campus Organization Responsibilities Absences

If you are representing the school for a game or competition it is your responsibility to notify me prior to missing the class and I will work with you on what you miss and making sure you don’t fall behind. You will be required to take any exams you would miss due to travel, etc. at an arranged time with the professor. If you have homework due on these dates make sure to submit the assignment prior to the date of travel (missed class). All assignments are posted in advance in MindTap/Canvas, therefore, you can complete your work before missing the class for an athletic event. In order to succeed in this class (lab environment), attendance is a must.

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 11:59 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. Missing these will dramatically reduce your grade!

To be successful start early! Start your assignments early in the semester, don't wait until the last moment, for you are likely to turn in an inadequate assignment. You are in college, and thus I expect college-level professional work from you.

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. I am also glad to provide some additional support if you are in class on a regular basis and schedule meetings in advance.

Grading and Evaluation Criteria

- This class assumes the student is working in a business environment.
- Considerable attention (and grading premium) will be given to following directions (both written and in class).
- 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. It is not ideal to discuss grades in class, because I like to respect our 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 and you have discussed this with me already, you can opt to have the College Dean or any other faculty member he/she might assign to the project to grade the assignment. 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 professor 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 MidTap/SAM. SAM has a built-in sharing of files detector 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. Please refer to the Computer Lab Classroom Rules & Academic Honesty handout. You are not allowed to have your cell phone on during exams.

Grading Scale OPPORTUNITY	PERCENTAGE	POINTS
Teams Activities	10%	50
Word Activities	10%	50
PowerPoint Activities	10%	50
Excel Activities	20%	100
Access Activities	10%	50
Outlook Activities	10%	50
Publisher Activities	10%	50
<u>Team Project</u>	<u>20%</u>	<u>100</u>
Total	100%	500