

**Division of Business and Social Science**  
**BUSA 2101: Introduction to Business Computer Systems**  
**Dr. Ric Calhoun**  
**Fall Semester, 2009**

**Class Room:** Russell 106  
**Class Hours:** Section A 9:00 – 9:50 a.m. M, W, F Section D 11:00 – 12:15 p.m. M, W  
 Section B 9:30 – 10:45 a.m. T, H Section E 11:00 – 12:15 p.m. T, H  
 Section C 10:00 – 10:50 a.m. M, W, F

**Office:** Russell 306 **Office Phone:** (678) 359-5033 **Office E-mail:** [ricc@gdn.edu](mailto:ricc@gdn.edu)  
**Office Hours:** Monday 8:30 a.m. – 9:00 a.m. and 12:30 p.m. – 2:00 p.m.  
 Tuesday 8:30 a.m. – 9:30 a.m.  
 Wednesday 8:30 a.m. – 9:00 a.m. and 12:30 p.m. – 2:00 p.m.  
 Thursday 8:30 a.m. – 9:30 a.m. and 12:30 p.m. – 2:00 p.m.  
 Friday 8:30 a.m. – 9:00 a.m.  
 \*\*\* Other Times by Appointment \*\*\*

**Web Site:** [Http://www.gdn.edu/faculty/ricc/index.html](http://www.gdn.edu/faculty/ricc/index.html)

**Required Textbook:**

Shaffer, A. and others. *New Perspectives on Microsoft Office 2007 – Windows XP Edition* (Boston, Massachusetts: Thomson Course Technology, 2008)

The textbook for this course will be utilized extensively for class lectures and testing. The book has a website associated with it that can be used for evaluation and extra assignments. It is essential that you have a text for the course and that you read it regularly.

**Other Materials:** You will need a jump drive (flash drive, USB drive) to save files for the class. You won't need to turn the drive in but it will be helpful in saving files for the class.

**Course Description:** A survey of management information systems and the application of computers in business and related areas, including hardware, software, data, procedures and human resources, an operating environment, an electronic spreadsheet, a database management system, a presentation management system, and the Internet.

**Course Objectives:**

1. Identify the components of a typical microcomputer system.
2. Identify and describe the most widely used general microcomputer software applications, the difference between application software and system software and understand the role of operating system software.
3. Demonstrate knowledge of computer hardware and software, and be familiar with the legal, ethical, and privacy issues relating to the use of hardware and software in a business environment.
4. Be familiar with computer networks and know the basic components of communications systems to include e-mail, user interfaces, communications, and the Internet.
5. Effectively use application software which includes: word processing, spreadsheet, database management, and presentation software.
6. Understand how information technology aids business decision making.

**Evaluation:**

<i>Students will be evaluated according to the following</i>		<i>The following standard grading scheme will apply:</i>	
Exam 1	25%	90% and above	A
Exam 2	30%	80% – 89%	B
Cases	30%	70% – 79%	C
Tutorials	10%	60% – 69%	D
Quizzes	5%	59% and below	F
<b>Total</b>	<b>100%</b>		

## IMPORTANT DATES:

The midterm date is Thursday, October 8<sup>th</sup>. Any withdrawals before and including this date will be given a "W" but any withdrawal after this date will be given a "WF".

Holidays	
M - W Or M, W, F classes	T - H Classes
Monday, September 1 <sup>st</sup> – Labor Day Holiday	No Labor Day Holiday
Monday, October 12 <sup>th</sup> - Fall Break	Tuesday, October 13 <sup>th</sup> – Fall Break
Wednesday and Friday, November 25 <sup>th</sup> and 27 <sup>th</sup>	Thursday, November 26 <sup>th</sup> – Thanksgiving

### Specific Policies Regarding Assignments

1. All Assignments must be completed using Microsoft Office 2003 or 2007. Assignments that are completed using any other application will NOT be accepted.
2. Assignments must be completed according to the Instructor's requirements. Most assignments will be from the textbook, BUT may include extra requirements from the Instructor. Completed files must be named according to the directions for the assignment.
3. There are **NO** excused absences. You are either here or you are not. As a result, it is your responsibility to make up anything you missed. Therefore, any assignments **MUST** be turned in according to schedule.
4. You have a folder on the network that has your name (or Gordon Account Name) on the folder. The folder may be used to put materials to be used in class and for assignments. It will be your responsibility to maintain your folder and make sure that your assignments are properly in the folder when they are due.

### Some general expectations and thoughts of the Instructor...

It is assumed that you will come to class prepared to learn about the topic that is being discussed or demonstrated that day in class. Please don't bring other work from another class to my class. You will be asked to leave.

- You will be respectful of me and others and not disrupt my class.
- Please set cell phones and beepers so that they do not disturb us in class.
- Please do not talk on cell phone calls during class.
- Please do not bring children to class unless you discuss it with me first.
- Finish food and drinks before class begins.
- There are no excused absences. You are either here or you are not. As a result it is your responsibility to make up anything you missed.
- Do Not abuse the Lab.
- Do not look up, print out, or e-mail others offensive material.
- Do not download any material from the Internet onto the computer you are using. You will be instructed on how to download material into space that is your own.
- During Exams, you may be asked to check your cell phone and any other electronic devices with your instructor.

### Gordon College Policies

**Regarding Disabilities:** All students, regardless of type of disability, must request accommodations in writing, signed by the student and addressed to the ADA Coordinator of Gordon College. This letter should detail the student's disability, the functional limitations of the disability, and the accommodations the student would like to request. **I can only give accommodations to those students who provide documentation from the ADA Coordinator.**

**Regarding Academic Integrity:** Gordon College regulations will be enforced regarding dishonorable or unethical conduct (Cheating, Plagiarism, Falsification, Unauthorized Collaboration or Multiple Submissions). The penalties for incidents of academic dishonesty can lead to expulsion from the College (see the following web page for information: <http://www.gdn.edu/admissions/catalog/conductcode.asp>). In this class there will be zero tolerance for dishonorable or unethical conduct. Electronic or physical sharing of answers will be considered cheating and will not be tolerated.

**Regarding Cheating:** Cheating on examinations involves giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include sharing information with another student during an examination, intentionally allowing another student to view one's own examination, and collaboration before or after an examination which is specifically forbidden by the instructor.

**Regarding Plagiarism:** Plagiarism is presenting another person's work as one's own. Plagiarism includes any paraphrasing or summarizing of the works of another person without acknowledgement, including the submitting of another student's work as one's own. Plagiarism frequently involves a failure to acknowledge in the text, notes, or footnotes the quotation of the paragraphs, sentences, or even a few phrases written or spoken by someone else. The submission of research or completed papers or projects by someone else is plagiarism, as is the unacknowledged use of research sources gathered by someone else. Failure to indicate the extent and nature of one's reliance on other sources is also a form of plagiarism.

### Instructor Policies

**Regarding Attendance (Class Participation):** Regular attendance is expected. If a student is absent from the class 4 times in a 3 day a week class or 3 times in a 2 day a week class, the instructor may withdraw the student with a failing grade. Furthermore, tardiness disrupts class resulting in other being disturbed and therefore will not be tolerated. If for some reason (traffic, car trouble) you do come to class late, don't expect me to stop to help you get started with the class work.

**SWINE FLU:** We have been urged to ask you to avoid spreading the Swine flu by asking you not to come to class if you are diagnosed with having the illness. If you miss class because you have been diagnosed with having the Swine flu, you must have documentation from a medical doctor that indicates that you missed for that reason.

**Regarding Canceled Classes:** If classes are "canceled by the college" be prepared to cover both the missed and current reading assignments at the next scheduled class meeting.

**Regarding Cases:** Four assignments with multiple parts will be required during the term. These assignments **MUST** be turned in according to schedule. Completing work in a timely fashion is considered part of doing the assignments. **Ten Percent (10%)** of the assignment points if the assignment is late. An assignment will not be accepted if it is over one class day late. This policy will be strictly enforced. In addition, you will have to make a presentation using PowerPoint at some point during the semester.

**Regarding Class Work:** Students will be required to turn in evidence of work that we worked on together in class. If you do not complete the work, you will be given time outside of class to complete the work. If you are not in class on the day we complete the work, you will be allowed to complete the work on your own but it must be turned in by the beginning of the next class period to receive any credit.

**Regarding Exams:** Students are expected to make every attempt to attend the Midterm exam. Students will be allowed to makeup a the exam if a reasonable excuse is given before or the day of the exam and documented. A makeup exam will be given at the convenience of the instructor. The final exam **CAN NOT** be made up.

**Regarding Quizzes:** We will have a number of quizzes during the term. At least one quiz will be dropped to determine the quiz average. The quizzes are meant to help you keep pace with our material. The quizzes may be given at the first part of the class and if you are late or absent then you will miss the opportunity to take the quiz. Also, you will not be given credit for a quiz if you leave class early unless approved by me. There will be **NO** makeup quizzes.

**Appropriate Student Conduct:** During class, students are expected to conduct themselves in a reasonably appropriate manner. Disruptive behavior of any variety or disregard for class time will **not** be tolerated. Also, appropriate dress is expected (nothing that seriously distracts from class). Cheating, plagiarism, or anything else that I view as a breach of academic honesty on any graded assignment will result in an automatic grade of zero on that assignment and possibly one or more of the following: (1) a failing grade for the entire course, (2) charges filed against you for violation of the Student Code of Conduct, and (3) other measures deemed appropriate by the instructor.

Tentative Course Schedule			
Date	Topic and Important Dates	Tutorials	Reading Assignment For Next Class
T, Aug. 18	Introduction to the course – Course Policies Introduction to the Gordon College Network and Outlook Mail		Practice logging on in the IC lab; Practice getting e-mail in the lab and at home; Read <i>Essential Computer Concepts</i> (EC1-EC34); Read <i>Exploring the Basics of MS Windows XP</i> (WIN1-WIN34)
Th, Aug. 20	<i>Essential Computer Concepts; Exploring the Basics of Microsoft Windows XP</i>		Read <i>Managing Your Files</i> (FM1 – FM19); Read <i>Browser and E-mail Basics</i> (BEB1 – BEB 27); Prepare for Quiz 1
T, Aug. 25	<b>Quiz 1; Managing Your Files; Browser and E-mail Basics</b>		Read <i>Getting Started with Microsoft Office</i> (OFF 1 – OFF 29)
Th, Aug. 27	<i>Basic Network and Security Concepts; Getting Started with Microsoft Office</i>		Read <i>Word 1: Creating a Document</i> (WD1 – WD37) & <i>Word 2: Editing and Formatting a Document</i> (WD45 – WD86); Prepare for Quiz 2
T, Sept. 1	<b>Quiz 2; Word 1: Creating a Document; Word 2: Editing and Formatting a Document</b>	We will create a file in class; <b>Design.docx</b>	Read <i>Word 3: Creating a Multiple-Page Report</i>
Th, Sept. 3	<i>Word 3: Creating a Multiple-Page Report</i>	<b>Audit.docx</b>	Read <i>Word 4: Desktop Publishing and Mail merge</i>
T, Sept. 8	<i>Word 4: Desktop Publishing and Mail merge</i>	<b>Prevention.docx; Letter.docx</b>	Prepare to work in the Lab
Th, Sept. 10	<b>Lab Day – You will have the class period to work on Case Assignments Word Cases Due @ 5:00 p.m.</b>		Read <i>PP 1: Creating a Presentation</i> (PP1 – PP32); Read <i>PP 2: Applying and Modifying Text and Graphic Objects</i> (PP41 – PP77); Prepare for Quiz 3
T, Sept. 15	<b>Quiz 3; PP 1: Creating a Presentation; PP 2: Applying and Modifying Text and Graphic Objects</b>	<b>Sales.pptx Alaska2.pptx</b>	
Th, Sept. 17	Review for Exam 1		Prepare for Exam 1
T, Sept. 22	<b>Exam I – Introductory Chapters, Word Processing, and PowerPoint</b>		Read <i>EX1: Getting Started with Excel</i> (EX1 – EX47)
Th, Sept. 24	<i>Excel 1: Getting Started with Excel</i>	We will create a file in class	Read <i>EX2: Formatting a Workbook</i> (EX57 – EX101)
T, Sept. 29	<i>Excel 2: Formatting a Workbook</i>	<b>ExerComp.xlsx</b>	Read <i>EX2: Formatting a Workbook</i> (EX57 – EX101)
Th, Oct. 1	<b>Quiz 4; Excel 2 Formatting a Workbook</b>		Read <i>EX3: Working with Formulas and Functions</i> (EX113 – EX151)
T, Oct. 6	<i>Excel 3: Working with Formulas and Functions</i>	<b>Drake.xlsx</b>	
Th, Oct. 8	<i>Excel 3: Working with Formulas and Functions</i>		<b>Enjoy your Fall Break</b>
T, Oct. 13	<b>Fall Break</b>		Read <i>EX4: Working with Charts and Graphics</i> (EX161 – EX206)
Th, Oct. 15	<i>Excel 4: Working with Charts and Graphics</i>	<b>Fund.xlsx</b>	Read <i>INT1: Integrating Word and Excel</i> (INT1-1 – INT1-19); Prepare for Quiz 5
T, Oct. 20	<b>Quiz 5; Integrating Word and Excel</b>	<b>LHCGrowth.xlsx LHCLetter1.xlsx LHCReferrals.xlsx</b>	Prepare to work in the Lab

Th, Oct. 22	<b>Lab Day – You will have the class period to work on Case Assignments Excel Cases Due @ 5:00 p.m.</b>		ReadAC1: <i>Creating a Database</i> (AC1 – AC36)
T, Oct. 27	<i>Access 1: Creating a Database</i>	Oren.accdb	ReadAC1: <i>Creating a Database</i> (AC1 – AC36)
Th, Oct. 29	<i>Access 1: Creating a Database</i>	Oren.accdb	Read AC2: <i>Building a Database and Defining Table Relationships</i> (AC45 – AC87) ; Prepare for Quiz 6
T, Nov. 3	<b>Quiz 6;</b> <i>Access 2: Building a Database and Defining Table Relationships</i>	Belmont.accdb	Read AC2: <i>Building a Database and Defining Table Relationships</i> (AC45 – AC87)
Th, Nov. 5	<i>Access 2: Building a Database and Defining Table Relationships</i>		Read AC3: <i>Maintaining and Querying a Database</i> (AC99 – AC144) ; Prepare for Quiz 7
T, Nov. 10	<b>Quiz 7;</b> <i>Access 3: Maintaining and Querying a Database</i>	Belmont.accdb	Read AC3: <i>Maintaining and Querying a Database</i> (AC99 – AC144)
Th, Nov. 12	<i>Access 4: Creating Forms and Reports</i>	Belmont.accdb	Read AC4: <i>Creating Forms and Reports</i> (AC153 – AC189)
T, Nov. 17	<i>Access 4: Creating Forms and Reports</i>	Belmont.accdb	Read INT2: <i>Integrating Word, Excel, and Access</i> (INT2-1 – INT2-18); Prepare for Quiz 8
Th, Nov. 19	<b>Quiz 8;</b> Integrating Word, Excel, and Access	LHCBrochure.docx LHCLetter2. Docx LHCRequests.xlsx LHCServices.xlsx	Prepare for Presentation
T, Nov. 24	PowerPoint Presentations		Enjoy your holiday
Th, Nov. 26	<b>Thanksgiving Holiday!</b>		Prepare for presentation and working in the lab
T, Dec. 1	PowerPoint Presentations; <b>Lab Day – You will have the class period to work on Case Assignments; Access Cases Due @ 5:00 p.m.</b>		Prepare for Presentation
Th, Dec. 3	<b>Assessment; PowerPoint Presentations; Review for Final Exam</b>		Study for Final Exam

## FINAL EXAMS:

**9:30 A.M. Class – THURSDAY, DECEMBER 10<sup>th</sup> @ 1:30 P.M.**  
**11:00 A.M. Class – WEDNESDAY, DECEMBER 9<sup>th</sup> @ 10:15 A.M.**