

August 25-December 12

Fall 2008

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Office Hours: View on the instructor's web page or office door

All components of this syllabus are tentative. As the class progresses changes may be made by the instructor.

Catalog Description

Fundamentals of integrated desktop computer applications utilized by business and marketing educators. For future educators with no computer applications experience. Offered in the Fall semester.

Prerequisites

None.

Course Objectives

After completing this course students should be able to:

1. Discuss what a computer is and what it can do.
2. Discuss what an operating system is and demonstrate a selection of the capabilities of MS Windows XP
3. Create and edit a MS Word Document
4. Create a cover letter and resume
5. Create a web page using MS Word
6. Create a worksheet and an embedded chart with Excel
7. Create formulas, functions, and apply formatting in Excel
8. Develop What-If Analysis, charts and work with large worksheets
9. Create an Access database
10. Query a database
11. Maintain a database
12. Create and edit a MS PowerPoint presentation
13. Create a presentation with illustrations and shapes
14. Create a web page using MS PowerPoint
15. Integrate Office 2007 applications and the World Wide Web

Expectations of Students

- A. Read extensively on the topics relevant to the course.
- B. Complete tests and prepare assignments on the topics relevant to this course.
- C. Take **personal responsibility** for submitting tests and assignments by the dates due. This includes overcoming technical issues.
- D. Exhibit ethical and professional behavior in completing class examinations, assignments and interacting with other students and the instructor.
- E. Be an active member in all components of the class.

Class Procedures

The instructor will offer multi-media demonstrations and lecture and to guide students through the concepts and skills to be learned in this course via the World Wide Web through a variety of assignments, exams, and learning activities. The instructor will serve as a coach and resource as students participate in group assignments, individual research and projects, and as students participate in exploratory learning. Instruction will be delivered via the class text book, instructor demonstrations and software tutorials. Additional readings and methodologies of delivering instruction might be utilized.

- Assignments and information will be posted on the class Blackboard web sight.
- Assignment due dates and exam dates will be posted on the class Blackboard calendar web site.
- Assignments will be submitted to the instructor via the class Blackboard "Assignments" tool.
- Exams will be administered via Blackboard.

Contacting the Instructor

Unless the need is immediate, email tends to be the best way to contact the instructor. Due to the risk of receiving an email virus and the large number if spam messages and frivolous messages received by the instructor, many messages are deleted without being opened. To avoid the risk of a student message being deleted, students should place the class subject abbreviation and class number in the subject line followed by a brief description of the purpose of the message. For example:

BE210: Question about this chapter PowerPoint Presentation.

Students with an immediate need may try to contact the instructor via the telephone or by coming to the instructor's office. Office hours will be posted on the instructor's web page and posted on the instructor's door. However, office hours may be interrupted due to other faculty responsibilities.

Class Policies

1. Students using their own computers in a web-enhanced, technology based class have the responsibility for making certain their computers and internet technology is compatible with WKU's online instructional delivery. Further, students take responsibility their technology is working correctly at the time of submitting assignments. Students should NOT wait until the final day (or hours) to submit an assignment in case a technical problem occurs. Upon discovery of a problem, the student should contact the WKU Help Desk at <http://www.wku.edu/infotech/> or 270.745.7000 to ascertain if the problem is with WKU technology or the student's. Further, the student should email the instructor during the time of the assignment to inform the instructor of the actions being taken. The WKU Help Desk will send the student a case report via email. This case report should be forwarded to the instructor to verify the technical problem and steps toward remedy. *Note: these actions do NOT shift responsibility away from the student.*
2. Web-base delivery brings concerns of ethics. Students in these classes should exercise a high degree of academic honesty in completing assignments and participating in evaluations. Each student should make certain that all work submitted is their own and give credit to authors when their words are used. Students who do not exercise academic honesty may receive an "F" for the class and fall under further penalties from the university.
3. The responsibility of turning in assignments and completing exams rest with each student. A student's responsibility does NOT end with a mouse click when sending an assignment, exam or message. The student's responsibility ends when the submission has been received (in the correct format) by the instructor. The instructor has no control over the technology used in delivering this course. If you have problems with technology please contact the WKU Help Desk at <http://www.wku.edu/infotech/> or 270.745.7000. Maintain a record of all correspondence with the WKU Help Desk.

4. The nature of a technology-based class depends on the reliability of technology for the effective delivery of content. Often, students do not have access to the most effective technology to take advantage of the WKU online tools. For example, a student that relies on a dial-up internet connection will have more difficulty than a student with a broadband connection (such as cable DSL). In the past, students using AOL or operating systems other than M.S. Windows (XP or later) have had difficulty.

What minimum computer configuration is advisable (not necessarily required)?

- Pentium 4 processor or higher
- 1 gigabyte of RAM or more,
- Sufficient free hard disk space,
- A broadband connection
- MS Windows XP (or later version)
- MS Internet Explorer (recent version)
- Windows Media Player

Students who do not have the recommended computer configuration may expect more technical problems. This is especially true for students with Apple computers. Students who do not have the minimum recommended computer configuration are advised to use WKU computers to complete and submit assignments

Assignments turned in late without a doctor's excuse will be given a grade of zero (0) or a reduced grade at the discretion of the instructor. To receive credit for group assignments, students must participate fully in all group work.

6. Because of the professional orientation of the course, all assignments are expected to be completed in a professional manner by the assigned date. Severe penalties will be assigned to work submitted late or work carelessly completed. Zeros will be given for work not submitted.
7. All assignments are to be keyed. Hand-written assignments will not be graded.
8. All assignments will be submitted via the "Assignments" tool in Blackboard unless otherwise directed by the class instructor.
9. Assignments sent to the instructor in the wrong format will not be graded.

Software Requirements

The following software programs will be used in this course:

- MS Internet Explorer (recent version)
- MS Office 2007 Professional (or Ultimate) (not MS Works)

Assignments

Assignments will have detailed information including due dates on the class Blackboard web site. All assignments turned in *must* be keyed and have the following identifying information at the beginning.

1. student name
 2. student I.D. number
 3. date
 4. exercise identification (i.e. Chapter 9, Key Terms, p. 239).
- Certain assignments indicated by the instructor will be done in groups of two or more students.
 - Participants are strongly encouraged not to divide work due to the lack of exercise in certain skills. Participants are advised to aid each other in completing each assignment.
 - All assignments will be turned in via the "Assignments" feature on Blackboard unless otherwise directed.

Evaluation

The variety of assignments, quizzes and exams provides the instructor of this course with a multitude of materials and performances upon which to base the final grade. During this semester, students will be engaged in a wide variety of activities that require different amounts of time.

Grades will be determined using the percentage of total points system. The grading scale which will be applied to each student's percentage follows:

Percentage	Grade
90-100	A
80-89	B
70-79	C
60-69	D

All exams will be administered online via Blackboard.

Required Text

Vermaat, Shelly Cashman. (2008). Microsoft Office 2007. Thompson/Course Technology Publishing. Boston: MA

Academic Offenses

(Taken from the Western Kentucky University student handbook at <http://www.wku.edu/Dept/Support/StuAffairs/StuLife/handbook/P1Policy/14AcademicOffenses.htm>)

The maintenance of academic integrity is of fundamental importance to the University. Thus it should be clearly understood that acts of plagiarism or any other form of cheating will not be tolerated and that anyone committing such acts risks punishment of a serious nature.

Academic Dishonesty - Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the course work in which the act is detected or a failing grade in a course without possibility of withdrawal. The faculty member may also present the case to the Office of Student Life for disciplinary sanctions. A student who believes a faculty member has dealt unfairly with him/her in a course involving academic dishonesty may seek relief through the Student Complaint Procedure.

Plagiarism - To represent written work taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of a student must be his/her own. One must give any author credit for source material borrowed from him/her. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage without reference to the source after having changed a few words is also plagiarism.

Cheating - No student shall receive or give assistance not authorized by the instructor in taking an examination or in the preparation of an essay, laboratory report, problem assignment or other project which is submitted for purposes of grade determination.

Other Types of Academic Dishonesty - Other types of academic offenses, such as the theft or sale of tests, should be reported to the Office of Student Life for disciplinary sanction.

Diversity

The instructor of this class and the Department of Curriculum and Instruction recognizes the diverse nature of the student body at Western Kentucky University. The instructor and department intend to present educational experiences that do not hinder anyone by way of verbiage, actions, or written communication. Any person that recognizes an incident that is a breach of this mission should contact the instructor.

Disabilities Act

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for student Disability Service. The OFSDS telephone number and location is (270) 745-5004 V/TDD, Downing University Center A200.

Per university policy, please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Disability Services.