

CSCI 116 Business Use of Computers 3 or 4 Credits

Course Description

3 Credits – This course is designed to teach the use of Microsoft Office in the Business environment covering the most critical topics of Windows and Microsoft Office, to include Word, Excel, Access and PowerPoint, along with Cloud Computing. Students will be able to apply technology skills to enhance both their personal and professional lives. Additional topics include email basics and use of the Internet. No prior computer experience is assumed.

4 Credits – This course adds on to the 3 credit version by reflecting upon the role various forms of electronic and digital technology can play in today's information age. Students will integrate the Office applications and be introduced to additional technologies including Pivot Tables, OneNote and sharing documents in their Cloud Storage.

(Credit is awarded for either CIS 101 or CSCI 116, not both.)

Required Text, Software and Materials

Required Text

The textbook is bundled with a SAM assessment booklet. All students are required to purchase access to SAM along with the required text.

You have two primary text options for purchase:

1. Hard Copy –

New Perspectives MS Office 2013

ISBN# 978-1-305712522 bundle including printed textbook AND SAM 2013

- OR -

2. Digital text –

MindTap Reader: SAM 2013

ISBN# 978-1305580596

Authors: Shaffer/Carey/Parsons/Oja/Finnegan

Publisher: Cengage Learning

Note: It is strongly encouraged that students purchase the first option.

Additional options:

1. Printed Textbook only: ISBN #9781285167640. This is only if you already have access to the SAM learning management system.
2. If you purchased a textbook separately and not the bundle listed above, you will need to order SAM 2013 PROJECTS/ASSESSMENT/TRAINING V7.0 PRINTED ACCESS CODE from the publisher's website found at: www.cengagebrain.com ISBN 978-1-285-73426-2

Required Software

Microsoft Office 2013 Professional package (***not the student or starter package***) including Word,

Excel, PowerPoint AND Access.

Required Materials

Students should have a flash drive available for the required data files.

Contact Coleen at the NDSCS Bookstore for the most current textbook information (1-800-342-4325, ext. 2239 or coleen.thoe@ndscs.edu). You may also visit the NDSCS Bookstore web site at www.ndscsbookstore.com and search for book information by class by clicking the "Textbook" tab.

Course Objectives

Windows Learning Outcomes

Students will be able to:

- Use the Windows operating system to perform basic operating system tasks
- Identify the objects on the desktop
- Perform the basic mouse operations: point, click, right-click, double-click, drag, and right-drag
- Display the Start menu and start an application program
- Open, minimize, maximize, restore, move, size, scroll, and close a window
- Display drive and folder contents
- Create folders in Windows Explorer and Microsoft Word
- Download files from the internet
- Copy, move, rename, and delete files
- Search for files using a word or phrase in the file or by name
- Use Help and Support

Word Learning Outcomes

Students will be able to:

- Use Word to Create Save and Print documents
- Edit and Format a Document
- Create a Multiple-Page Report
- Create a Desktop Publishing and Mail Merge documents

Excel Learning Outcomes

Students will be able to:

- Enter formulas and function
- Improve the appearance of worksheet
- Create and format large worksheets
- Use Excel to Manage Financial Data
- Enhance Workbooks with Charts and Graphs

Access Learning Outcomes

Students will be able to:

- Add, Create and Maintain a Database
- Define Table Relationships
- Maintain and Query a Database

- Create Forms and Reports
- Integrate Word, Excel and Access

PowerPoint Learning Outcomes

Students will be able to:

- Use PowerPoint to create, save and print slide shows composed of single and multi-level bulleted lists.
- Add Graphic Objects and animation to the Power Point slide show

Additional 4th credit option includes Integrating Office Applications and using Web 2.0 Tools to include work on the Sky Drive

- Reflect on the role various forms of electronic and digital technology can play in the business industry
- Become skilled in some of the many digital tools used online in the business arena
- Learn basic theories of communication, selection, evaluation and research
- Determine appropriate applications of these theories and techniques in business settings

After successful completion of this course, the student should be prepared to become certified in the Microsoft Office User Specialist at the Core level. Optional tests would be required for the certifications to be granted.

Course Policies and Procedures

Access Policy: Computer Failures and Viruses

Online students must maintain computer access at all times to the online course. Lack of computer access as an excuse for late work or missed exam/quiz will NOT be accepted. Review the [Computer Access Policy](#) to learn how you can take a proactive approach to your online success.

Student Attendance

Regular attendance and completion of all assignments, on time and as scheduled, is important to your success in this course. An online student who does not regularly attend their online class for a period of seven consecutive days may be dropped from the course. Attendance is evidenced by weekly completion of assignments and/or participation in online discussions. Efforts to contact inactive students are attempted as soon as each semester begins; however, if there is no response from the student and inactivity continues, a drop will be enacted. See the entire NDSCS Attendance Policy at www.ndscs.edu/online-attendance.

If your instructor is unexpectedly unavailable and may be delayed in reviewing or correcting assignments, you will be notified of this as a sign of courtesy and respect.

Online Student Participation and Conduct Guidelines

The practices of courtesy and respect that apply in the traditional classroom also apply online. However, the expectations and practice differ in the online classroom to greater extent. Review the Online Student Participation and Conduct Guidelines (**Appendix A**) to learn of these expectations.

Assignments

Please follow the order of units as each unit will build onto the next one and will be accessible according to the schedule posted within the online course.

Assignments and quizzes within each chapter are **due within specified time frames**. Refer to the Schedule for specific due dates.

1. The student is expected to complete all the course material within the time allotted and is responsible for all material covered during any absence.
2. Each student is expected to participate in all discussions, complete all assignments and exams by the posted due date. No credit will be given for partially completed assignments.
3. Late assignments will not be accepted.
 - a. In very extenuating circumstances, the instructor might accept late work with prior approval. Then three points for each day late will be deducted on accepted late work. The final day to turn in accepted late work for a chapter is on the scheduled due date. No lab assignments will be accepted or will be given credit after the due date for a chapter.
 - b. No points will be assigned for incomplete assignments.

Be prepared to spend **at least six (6) hours per week** in the online class, studying, and completing assignments.

Submitting Assignments

All assignments should be turned in via **Dropbox** unless otherwise specified. You are **strongly encouraged** to make hard copies of your assignments and communications with the instructor to avoid losing data in the case of technical issues. *At the first sign* of problems, contact your Internet Service Provider (ISP) immediately.

It is your responsibility to access the class on another computer in the event of hardware or software problems. If your problems are not cleared up within 12 hours, contact the instructor to make other arrangements.

Grading Scale

Each test, assignment, worksheet, and quiz are assigned a specified number of points. The points achieved by you are totaled. The total number of points possible is then divided into your total, giving a percentage. The percentage is then converted into a letter grade based upon the following scale:

LETTER GRADE	PERCENT
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%

Online Discussions

The online discussions are required activities, and full participation is essential for your success of this course. These discussions are an equivalent to the traditional classroom discussions. You are expected to read all postings, and interact with each other.

Discussion Grading Criteria

Correct grammar and spelling is essential; including punctuation and capitalization. It is the intent of NDSCS to develop employable skills in students, and to prepare them for the workplace. Written communication is one of those skills. If this isn't your strength, develop a habit of performing a spell check in MS Word before submitting your work, or posting to a threaded discussion.

Points will be earned in the Gradebook for your participation in the assigned discussions. Points will be assigned using the following method and may be computed on a combination of columns 1 and 2:

Each Discussion is worth 5-10 points, depending on the topic.

10 pt. Scale

(BEST)	Pts	(MINIMUM)	Pts
You respond with an opinion or information pertinent to the topic.	7 max	You respond with an opinion or information not pertinent to the topic/and or not complete.	3 max
No spelling or grammar errors	3 max	3-4 spelling or grammar errors	2 max
<i>Total Possible Points Rubric #1</i>	10 max	<i>Total Possible Points Rubric #2</i>	5 max

Student-Instructor Communications

While an online class is available 24 hours a day and offers greater flexibility for the student and instructor, keep in mind that your instructor will not be available 24 hours a day. Instructors will check email, voicemail, and Cyber Office messages on a regular basis, but there may be times when they are unavailable due to other commitments and job responsibilities. Email, voicemail, or Cyber Office Messages will be responded to as time allows. As a general rule, you can expect your direct questions to be answered within 24 hours during week days.

When sending an email, please include your full name so your instructor knows who they are responding to. Often, the email address does not indicate who is sending the message.

Student E-Mail Accounts

NDSCS students are to use an NDSCS email account exclusively to ensure the lines of communication with your instructor and NDSCS are not broken, which often happens with other email providers. You can access your email account by following instructions at www.ndscs.edu/lt-Setup. If you need help accessing your NDSCS email, contact the NDSCS IT Service Desk at 800-342-4325 ext 3333 or ndscs.servicedesk@ndscs.edu.

To make your NDSCS email account your preferred email address, log into your CampusConnection account and check the "preferred" box by campus email.

The NDSCS e-mail system provides students with an entire suite of services such as:

- 10 GB storage for email
- Instant messaging through Skype for Business
- Rich calendaring
- Photo sharing
- Multi-browser support
- SMS alerts to mobile phones

Academic Integrity

Integrity is an NDSCS core value and there is an expectation that all students, as members of the college community, adhere to the highest levels of academic integrity.

Dishonesty in class, laboratory, shop work or tests is regarded as a serious offense and is subject to disciplinary action by the instructor and dean of the respective division. For more information, refer to the NDSCS Student Planner or [College Catalog](#) under College Policies and Basic Regulations of Conduct (page 32).

Types of Misconduct

Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

Fabrication: Intentionally and unauthorized falsification or invention of any information or citation in an academic exercise.

Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

Disabilities and Special Needs

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the **Student Accessibility Coordinator** (phone 671-2623, or toll-free 1-800-342-4325 ext. 3-2623) as early as possible in the term.

APPENDIX A ONLINE STUDENT PARTICIPATION AND CONDUCT GUIDELINES

Online courses are based on the premise that students learn best in a community. The instructor plays an important role, but this is a different role than most instructors play in the traditional, face-to-face classroom. While you may see a shift in the way classes work, you'll also notice that some things don't change: the practices of courtesy and respect that apply in the ordinary classroom also apply online, and may actually require more attention in this venue. Here are some guidelines:

1. **Get involved.** In the online environment, it's not enough to show up! Your voice must be heard in order to show your presence. Your comments are needed to add to the information, the shared learning, and the sense of community in each class.
2. **Be persistent.** Remember that for many this is a fairly new environment. Each instructor still sets the rules, and you need to abide by them; however, if you run into any difficulties, don't wait! Send your instructor an email immediately or post in the Discussion Area. Most problems are easily solved, but your instructor and your fellow students need to hear from you before they can help.
3. **Share tips, helps, and questions.** For many, taking online courses is a new experience. There are no dumb questions, and even if you think your solution is obvious, please share it by posting it in the Discussion Area. For every student who asks a question, there are 10 others wanting to know the same thing.
4. **Think before you push the Send button.** Did you say just what you meant? How will the person on the other end read the words? While you can't anticipate all reactions, do read over what you've written before you send it.
5. **Consider the context.** Remember that we can't see the grin on your face when you make a sarcastic comment, we can't see the concern on your face if you only say a couple of words, and we can't read your mind and fill in the gaps if you abbreviate your comments. So: help us "see" you by explaining your ideas fully.
6. **Ask for feedback.** Not sure how your ideas and comments will be taken? Remember there's a person on the other side. If you disagree with what someone has said, practice all your communication skills as you express that disagreement. "Flaming," or flying off the handle and ranting at someone is unacceptable; it is the equivalent of having a tantrum, something most of us wouldn't do in an onsite, face to face classroom.
7. **Act with respect.** Any discriminatory, derogatory or inappropriate comments are unacceptable and subject to the same disciplinary action that they would receive if they occurred in the face to face classroom. If you have concerns about something that has been said, please contact your instructor.
8. **Exercise integrity.** Plagiarism, cheating, and other violations of ethical student behavior are serious actions in a learning community. See Academic Integrity Policy in the course syllabus.
9. **Recognize the consequences.** Consequences of online student behavior that contradicts the NDSCS Academic Integrity policy will be addressed on an individual basis and in accordance with NDSCS Academic Integrity policy. Refer to the NDSCS Student Planner or College Catalog for more information.

*Adapted with permission from Dr. C. A. Keller, San Antonio College