BUS110 Sec. 1, 2, 3, 4, 5 – Spring 2010
BUSINESS COMPUTING APPLICATIONS
COURSE DESCRIPTION / STUDENT CONTRACT
(Revised 01/07/10)

Instructor: Dr. Stu (Wes) Westin AKA “Dr. Wes”
Office: Ballentine 306
Office Hours: Posted on website each week and by arrangement (see Course Calendar page)
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Course Note: Continuing in this course indicates acceptance of all policies and procedures outlined in this document. The administration and format, as well as the course materials used in these sections of this course differ substantially from those of other BUS110 sections.

Students Requiring Special Accommodations (e.g., through Disability Services): Please speak to me privately before you commit to this special course format. (I recommend that you see me immediately after the first class meeting.)

REQUIRED COURSE MATERIALS:
The single required course item is:


Note: UriCba SimNet account activation is required to participate in any aspect of this course. This process requires each student to enter a new (unentered) Activation Code for the custom Internet portal. Activation Codes can be purchased through the URI bookstore, or online through the UriCba SimNet portal. Please contact the instructor if you have any questions about the software requirements or the software activation process.

Microsoft Office software is not needed for this course.

ADDITIONAL REQUIREMENTS:

- Students are required to activate their SimNet account before the assigned deadline.
- Students are required to familiarize themselves with the BUS110 Course Website that is available through http://www.cba.uri.edu/westin/bus110 and to monitor this site vigilantly throughout the semester. At a minimum, each student is expected to check the homepage for updates each scheduled URI MWF class day. Failure to monitor this website is not an excuse for ignorance of course information.
- Critical, time-sensitive announcements may be sent by email to students throughout the semester. Only an official URI email address can be used (URI accounts can be configured to be automatically forwarded to and alternate address if desired). Students are required to monitor this email account on a regular basis (daily) and to make sure that space is available at all times to receive course related messages. Failure to monitor this email account is not an excuse for ignorance of course information.
• All students must attend the second class session to avoid course penalty points. Contact me beforehand if you must be absent and be prepared to provide verifiable documentation.

• Students who miss the first class session are required to attend a makeup orientation session. No new students can be added to this section of the class after the second class meeting.

GENERAL EXPECTATIONS:

The business world has little tolerance for absenteeism, tardiness, whining, inadequate preparation, or requests for special treatment. We have the same point of view regarding students preparing for the world of business. Students are expected to behave civilly and responsibly with regard to all aspects of this course. This includes Student:Instructor communication.

All email correspondence should exhibit professionalism and should include your full name, course number, section time or number, and any prior “thread” of the conversation as described in the published CBA Email Guidelines. Email messages that are rude, sloppy, or are otherwise unprofessional may be ignored and may not receive a reply.

Academic Integrity: Breaches of academic integrity only serve to decrease the value of all academic degrees offered by this institution. The Faculty and the administration of the College of Business take academic integrity very seriously. Instances of academic dishonesty in this course (e.g., cheating, plagiarism, improper communication during or after an exam, lying and/or using false documentation to gain special privileges, etc.) will have the most severe consequences permitted by University policy as per the relevant sections of the University Manual. See http://www.cba.uri.edu/AcademicHonestyandIntegrity for details and definitions.

PURPOSE AND SCOPE:

The purpose of this course is to ensure that students have the requisite fundamental skills and knowledge in business computing applications. Possession of these skills is required in other business courses and is assumed upon entering CBA. The skill set covered in this course includes a basic knowledge of computing and technology concepts as well as the ability to utilize fundamental business computing applications such as word processing, spreadsheet, and presentation graphics software in a Windows environment. Lack of these basic skills is equivalent to functional illiteracy in today’s business environment.

COURSE FORMAT:

Sections 1, 2, 3, 4 and 5 of this course are being run in a unique self-study format. Students who have achieved early mastery of course topics through prior coursework, diligent self study, or experience may attempt early completion of those topics by taking earlier, on-line exams (pre-tests). This option is strongly encouraged if you have experience in course topic areas—early completion of a topic will be of great benefit to you and to the rest of the class. Also, you will be able to complete the course prior to the official end of the semester.

These special sections of the course rely on self-study and self-paced learning through hands-on, interactive software which can be used in the URI computer labs or at home on your own computer at your convenience. There will not be regular class sessions in the traditional sense. Compared to the traditional method, this approach can be much more effective and enjoyable, but it requires mature students who are willing to take responsibility for their own learning. If you are unwilling to take on this responsibility then please see me immediately and I will attempt to find you a slot in a traditional section of the course.

All tests in these sections of the course will be administered on-line in the Ballentine Computer Lab (240) during your regular class time. In order to take a test you must be a registered user of the UriCba SimNet portal. You are also required to bring your valid URI picture ID to each test (no excuses will be accepted). Course penalty points will be applied for failing to present your ID at the start of your test session. In addition to this penalty, your test score may be discarded unless you produce your ID within a specified period of time.
The topics covered in this course have been divided into six topic-modules. The list of topic-modules to be covered is as follows:

1. Microsoft Word 2007 – Introductory (AKA Word-I)
4. Information Technology Concepts (AKA Concepts)
6. Microsoft PowerPoint 2007 – Introductory (AKA PowerPoint)

Full details of the coverage of topics are provided on the course website.

**TESTS AND GRADES:**

An optional on-line waiver test (pre-test) will be offered for each individual topic module. For students who do not waive out of a topic, a similar on-line test (post-test) will be given at a later date. All tests will be administered in the Ballentine Computer Lab (240) at the regular class meeting time. Test dates are announced through the course website. All topic modules will be equally weighted in the calculation of the final course grade. There will not be a traditional midterm or final exam in this class.

Students who successfully pass (>= 80%) an optional topic pre-test will be awarded a score of 100% for that topic. The post-test is automatically waived in this case. Students who attempt, but do not pass (< 80%) a topic pre-test will have their pre-test score averaged with their regular topic (post) test to generate their overall topic score. The following table illustrates this scoring.

<table>
<thead>
<tr>
<th>Scenario #</th>
<th>Topic Pre-Test (optional)</th>
<th>Topic Post-Test</th>
<th>Overall Topic Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>80</td>
<td>N/A</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>None</td>
<td>90</td>
<td>90</td>
</tr>
<tr>
<td>3</td>
<td>60</td>
<td>90</td>
<td>75</td>
</tr>
</tbody>
</table>

Other than adjustments noted below, final course grade will be determined from the arithmetic average of the six overall topic scores as illustrated in this table.

Topic test dates are posted on the course website and will be administered during regular class hours. Missed tests may not be made up except as described by university policy. A score of zero will be applied to all missed tests. Under no circumstance – even in the case of an excused absence – will there be the opportunity to take the pre-test option on an alternate date. Under no circumstance – even in the case of an excused absence – will there be the opportunity to take a post-test on an alternate date if the student has taken the pre-test for that topic.

Each student’s test scores, as well as current course average (with appropriate adjustments applied), will be securely posted through the Sakai online system. Scores will usually be updated by the evening of any exam date. Interpretation of any online score is subject to the rules of the disclaimer published on the course website. Challenges to any score posted online should be raised by the student within one week of the posting of that score. Posting dates will always be announced on the course homepage.

Beyond test scores, final course grades may be affected by a student’s failure to meet posted deadlines, to complete assigned activities, or to behave in a responsible manner. Under no circumstance will there be the opportunity for individual extra credit work or special activities to influence a student’s grade.
Students’ Responsibilities Regarding Tests, Test Dates, and Course Activities:

- Students are responsible for monitoring test dates and for keeping track of which tests they are required to attend. **A score of zero will be applied all unexcused absences.**

- **Problems with personal hardware or systems are not an excuse** for missing course deadlines or assignments. Public machines are available to complete all course activities prior to deadlines and due dates.

- Students must pre-register for a topic pre-test by the registration deadline in order to sit for any optional pre-test. **Once registered for a pre-test, the student is committed to sit for that test.** (It is possible to unregister for any pre-test prior to the registration deadline) Students are responsible for verifying any of their registration/waiver-request activities, and will be held to their official registration status regardless of their intentions. There is no need to register for any post-test.

- If a test is missed for any reason, including the flu*, the instructor must be contacted by phone (voicemail), email, written note, fax, etc. **prior** to the start of the test. **Otherwise, the absence will not be excused** This contact can be made personally by you, or by a friend, roommate, family member, etc. (justification such as “I didn’t know your phone number” will not be accepted). In very extreme cases when it is not possible to make contact prior to a test, the instructor must be notified as early as possible. I expect the same level of diligence on this matter from you that you expect from me. Tests attendance will be treated as if you are scheduled to make a major presentation to a Fortune-500 client in your real-world business organization.

- Official, verifiable documentation will be required for any excused absence.

- The opportunity to use the pre-test option is not an entitlement, and alternate pre-test venues will not be provided under any circumstance. In the case of excused absences on pre-test dates, students should simply take the post-test as scheduled for that topic.

- **Athletes** must notify the instructor no later than one week prior to any test that will be missed for a university-sanctioned athletic event.

- Students are required to keep their class time open for each class day of the semester in case test dates need to be rescheduled. **Events or obligations scheduled during normal class time will not serve as a valid excuse for missing a rescheduled test.**

- **Students who are tardy** for a scheduled test may not be accommodated and may receive a score of zero for the test.

- Students are **required to bring a valid URI picture ID to each test and to have this ID available at the start of the test session** to avoid penalties.

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* Illness Due to Flu The H1N1 Flu Pandemic may impact classes this semester. If any of us develop flu-like symptoms, we are being advised to stay home until the fever has subsided for 24 hours. So, if you exhibit such symptoms, please do not come to class. However, you are still required to notify me of your status as described above (lines 133-140). We will communicate through email and will work together to ensure that your coursework is completed for the semester.

The Centers for Disease Control and Prevention have posted simple methods to avoid transmission of illness. These include: covering your mouth and nose with a tissue when coughing or sneezing; frequently washing your hands to protect from germs; avoiding touching your eyes, nose and mouth; and staying home when you are sick. For more information, please view [www.cdc.gov/flu/protect/habits.htm](http://www.cdc.gov/flu/protect/habits.htm). URI information on the H1N1 will be posted on the URI website at [www.uri.edu/news/h1n1](http://www.uri.edu/news/h1n1), with links to the [www.cdc.gov](http://www.cdc.gov) site.