BUS110 Sec. 3000 – Summer 2010
BUSINESS COMPUTING APPLICATIONS
COURSE DESCRIPTION / STUDENT CONTRACT
(Revised 5/11/10; line 73 modified 5/24 per agreement)

Instructor:  Dr. Stu (Wes) Westin AKA “Dr. Wes”
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Course Note: Continuing in this course indicates acceptance of all policies and procedures outlined in this document.

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. Only ISBN 9780077218645 will work for this course.

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 course session. 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 course session. Only an official URI email address can be used (URI accounts can be configured to be automatically forwarded to an 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.
- Students who miss the May 24 orientation class session will be administratively dropped from the course. No new students will be added to the class after May 24 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, 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:
This special section of the course will rely on self-study and self-paced learning through hands-on tutorials and the use of training software which can be used in the computer labs or at home on your own computer at your convenience. There will not be 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 you should seek a slot in a traditional section of the course.

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)
5. Microsoft PowerPoint 2007 – Introductory (AKA PowerPoint)
6. Information Technology Concepts (AKA Concepts)

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

TESTS AND GRADES:
On-line tests will be administered for each topic module (see above) covered in this course. Testing will be available at 2:30pm on specific, predefined dates in the Ballentine Computing Lab (240). No alternate test venues will be allowed. Topic modules will be equally weighted in calculating final course grades. Other than adjustments noted below, final course grade will be determined from the arithmetic average of the six topic scores noted above. There will not be a traditional midterm or final exam in this class.
Administration of topic-module tests will adhere to the following protocol:

- Topic test-date choices will be posted on the course website. Students can choose which of these test-dates to utilize by registering through an online system before a specific registration deadline.
- Up to three tests can be taken at one sitting; this choice can be made at the time of the test. Once a test is opened, it must be completed at that sitting.
- Tests must be completed in numerical order (i.e., Word-I, Word-II, Excel-I, Excel-II, PowerPoint, Concepts).
- The first three test topics must be completed on or before the third test-date, and all six tests must be completed by the final-test date to avoid a zero score for the incomplete tests.

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 dates they are required to attend. A score of zero will be applied all unexcused absences or missed deadlines.
- 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 any test-date by the registration deadline in order to sit for any test on that date. Once registered for a test-date, the student is committed to sit for at least one test. (It is possible to unregister for a test-date before the registration deadline.)
- If a test is missed for any reason, 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.
- 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.