
Central Christian College of Kansas

Course Syllabus

Course Information

BS-CP 235	Computer Applications in Business
	3
	None
	<p>This course is designed to provide an interactive environment for an introduction to Microsoft Windows Operating System as well as learning the fundamental functions of Microsoft's Office commercial applications software, including word processing (Word), spreadsheet (Excel), database management (Access), and presentations (Power Point). This course should meet the need of future business people, managers, and a generally well-informed using public.</p>

Course Objectives

By the end of the course, you will be:

- Able to operate a computer in a network environment, navigate through Microsoft's Windows Operating System.
- Able to maneuver through the basics of Microsoft's Word, Excel, Access, and PowerPoint with confidence and purpose.
- Prepared for further study in related computer application courses.

Required Text/Materials

- Shaffer, A., Carey, P., Finnegan, K. T., Pinard, K. T., & Ageloff, R. (2011). *New perspectives on Microsoft Office 2010, first course*. (1 ed.). Boston: Course Technology Ptr.
 - ISBN:
 - 9780538746533
 - ISBN10:
 - 053874653X
 - **Don't have the text yet?** Click [here](#) to *preview* the first couple of chapters, online.

Weekly Schedule

This course is presented in weekly units. The weekly attendance period begins Tuesday at 12:00 am ET and ends on Monday at 11:59 pm ET. You must log in on at least **three separate days** of each week.

1	Computing: Beyond the Basics	Chapter: WIN 1-Win 40	<ul style="list-style-type: none">• Pre-test• Plagiarism Certification• Discussion• Application: Journal
2	Microsoft Word	Chapter: Word Doc pgs WD1- WD100	<ul style="list-style-type: none">• Discussion• Application: Creating a Block Style Business

			<p>Letter</p> <ul style="list-style-type: none"> • Evaluation
3	Microsoft Excel (Part 1)	Chapter: Excel pgs Ex1-Ex29	<ul style="list-style-type: none"> • Discussion • Application: Create a Spreadsheet • Collateral Assignment
4	Microsoft Excel (Part 2) Intro to MS Access	Chapter: Excel pgs Ex30-Ex51 Access pgs AC1-AC21	<ul style="list-style-type: none"> • Discussion • Application: Case Problem 1 • Evaluation
5	Microsoft PowerPoint	Chapter: Power Point PPT1-PPT109	<ul style="list-style-type: none"> • Discussion • Application: Create Your Own PPT Presentation
6	Putting it All Together		<ul style="list-style-type: none"> • Discussion • Collateral Assignment • Final Project • Post-test

Course Evaluation

Assessments

Discussion	6	50	300
Application Assignments	5	50	250
Collaterals	2	45	90
Evaluations	2	100	200
Pre-test	1	5	5
Post-test	1	5	5
Final Project	1	150	150
		Total	1000

Discussion

You are expected to read the entirety of the readings that are assigned and be prepared to intelligently discuss the contents. Questions will be posted related to each chapter and you are expected to comment on or to summarize the main ideas of the readings. You should look up terms in the text/readings for which you are not familiar. Obviously, absences (or limited logins) will adversely affect your grade, since you will have limited opportunity to participate in the discussion. Therefore, discussion threads cannot be made up after the week closes.

A minimum expectation for discussion assumes that you will make at least one original comment (minimum of 150 words) in response to the instructor's question by Thursday of each week, and responses to at least two other classmates. These three messages must be posted over the course of three separate days each week.

Grading Rubric for Discussion Threads

Initial post is made by Thursday each week	10
The initial response is at least 150 words	10
Student posts on three separate days and responds to two different students over the course of those three days	10
Responses are meaningful, substantive and advance the discussion	10
There is a reference to course material or other reliable source for at least one post	5
Writing is at the college level free of spelling and grammatical errors	5
Total	50 points

Application Assignments

There are 5 application assignments in this course: one on each of weeks 1 through 5. These are designed so you apply the knowledge and skills you learn during the week.

Grading Rubric for Application Assignments

--	--	--	--

Introduction	There is no introduction to the paper. (0 points)	There is an introduction, but it does not introduce the topic, its importance, and/or alert readers to the structure of the discussion of your ideas. (1-6 points)	There is an introduction that introduces the topic, its importance, and it alerts readers to the structure of the discussion of your ideas. (7 points)		
Body (Use of Course Terms and Concepts)	No course terms and concepts were used. (0 points)	Some of the course terms and concepts were used inappropriately or key terms and concepts were missing from the discussion. (1-19	All of the relevant course terms and concepts were present and used appropriately in the discussion. (20 points)		

		points)			
Conclusion	There is no conclusion to the paper. (0 points)	There is a conclusion, but it does not synthesize the main ideas of the paper, and/or provides implications for research and/or practice. (1-7 points)	There is a conclusion that synthesizes the main ideas of the paper, and/or provides implications for research and/or practice. (8 points)		
Writing Mechanics (e.g. Spelling, Grammar, etc.)	The paper had severe problems with spelling, grammar, etc. (0 points)	The paper had some spelling, grammar, etc. errors. (1-4 points)	The paper had very minimal spelling, grammar, etc. errors. (5 points)		
Format (e.g., length, font size, margins,	The paper did not meet the minimum format requirement	The paper met some of the format requirements. (1-9 points)	The paper met all format requirements. (10 points)		

in-text citations and reference list in APA style)	s. (0 points)				
--	------------------------	--	--	--	--

Collateral Assignments

There are 2 collateral assignments in this course - one each in weeks 3, and 5. These are designed to develop information literacy skills through the research and analysis of relevant articles.

Evaluations

There are two evaluations on this course: one at the end of week 2 and another at the end of week 4. The evaluation in week 2 will cover the knowledge and skills discussed during weeks 1 and 2. The evaluation in week 4 will cover the knowledge and skills discussed during weeks 3 and 4. Each evaluation has 10 questions at 10 points each.

Pre/Post Tests

There is a pre and a post test in this course. The pre-test is scheduled for the first week of classes. The post test is scheduled for the last week of classes. While the actual score for both the pre and the post test do not get configured into your grade, you will earn 5 participation points for the submission of each. The pre and post tests should be taken seriously as they provide important feedback on your learning outcomes. This information is used to continuously improve the course.

Final Project

Your Final Project for this course will be cumulative. You will use Word, Excel and PowerPoint to prepare a presentation that you would give at an all-company meeting. A detailed overview of the project requirements will be found within Week 6.

Submission

Submit all 3 of the assignment files (Word document, Excel spreadsheet, and PowerPoint presentation) in the Dropbox for Week 6 when ready for grading.

Rubric

Introduction	There is no introduction to the paper. (0 points)	There is an introduction, but it does not introduce the topic, its importance, and/or alert readers to the structure of the discussion of your ideas. (1-24 points)	There is an introduction that introduces the topic, its importance, and it alerts readers to the structure of the discussion of your ideas. (25 points)		
Body (Use of Course Terms and	No course terms and concepts were used. (0	Some of the course terms and concepts were used	All of the relevant course terms and concepts were present		

<p>Concepts)</p>	<p>points)</p>	<p>inappropriately or key terms and concepts were missing from the discussion. (1-69 points)</p>	<p>and used appropriately in the discussion. (70 points)</p>		
<p>Conclusion</p>	<p>There is no conclusion to the paper. (0 points)</p>	<p>There is a conclusion, but it does not synthesize the main ideas of the paper, and/or provides implications for research and/or practice. (1-24 points)</p>	<p>There is a conclusion that synthesizes the main ideas of the paper, and/or provides implications for research and/or practice. (25 points)</p>		
<p>Writing Mechanics (e.g. Spelling, Grammar, etc.)</p>	<p>The paper had severe problems with spelling, grammar, etc.</p>	<p>The paper had some spelling, grammar, etc. errors. (1-14 points)</p>	<p>The paper had very minimal spelling, grammar, etc. errors. (15</p>		

	errors. (0 points)		points)		
Format (e.g., length, font size, margins, in-text citations and reference list in APA style)	The paper did not meet the minimum format requirements. (0 points)	The paper met some of the format requirements. (1-14 points)	The paper met all format requirements. (15 points)		

Grading Scale

All assignments are graded on a 100% grading scale.

A	95-100
A-	90-94
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	68-69

D	65-67
D-	63-64
F	0-62

Letter grades are given for all coursework in the Degree Program. Any course in which the learner receives an “F” must be repeated in order to complete the program.

Late Work

This course is presented in weekly units online. The weekly attendance period begins Tuesday at 12:00 am ET and ends on Monday at 11:59 pm ET. As this is an accelerated course delivery format, no late submissions will be accepted. Any anticipated difficulty with lateness or assignment deadlines should be emailed to the instructor/facilitator, **before** the due date.

An Incomplete Status request may be submitted to your course instructor/facilitator and the Dean of Adult & Distance Education for consideration in unusual circumstances.

Course Policies

Attendance

You are expected to login to the class forum and post to the discussion thread at least three separate days during any given week in order to be awarded attendance credit. Attendance is credited when students **actively engage** in the course. This is defined as posting responses to the threaded discussion, uploading Assignments to the Drop Box, uploading or downloading documents from Doc Sharing, attending Class LIVE sessions, and other like activities. Student engagement is monitored weekly by the Department of Student Success.

Class Participation

The free expression of ideas is expected. You are encouraged to share your insights and viewpoints, even if they disagree with the professor or others in

class. However, it is also expected that any expression of agreement or disagreement be communicated in a civil manner.

Access to Technology & the Internet

When committing to earning your degree online, you will want to ensure that you have regular access to the proper technology, as well as high-speed Internet.

At CCC, malfunction or failure of students' technology is not an excusable reason for late submission of work. It is the sole responsibility of the online student to procure the technological hardware (desktop, laptop, tablet, etc.) necessary for completing course assignments.

Should a student experience technical difficulties with his/her Internet connection or primary device used for completing coursework, it remains their responsibility to find alternative means of completing and submitting course assignments. In the event of technological failure, students are strongly encouraged to implement their "Plan B". This may include using computers available at public libraries, borrowing computers from friends, relatives, or neighbors, accessing high speed internet at alternative locations, etc. Most importantly, please remember to contact your instructor first to alert them of the situation—and preferably before an assignment deadline. Save your assignments on flash drives or other portable devices so that you may be able to upload them to your class or instructor from another computer.

The 24/7 eCollege Helpdesk is available to assist users who experience difficulties within the Online Campus: helpdesk@ghe.ecollege.com or 1-877-842-9731

For a list of free wi-fi locations, visit: <http://www.wififreespot.com/>

Academic Integrity

Plagiarism

We are committed at Central Christian College to ethical practice in teaching, scholarship, and service. As such, plagiarism and other forms of academic dishonesty will not be tolerated. It is imperative that you present all written, oral, and or preformed work with a clear indication of the source of that

work. If it is completely your own, you are encouraged to present it as such, taking pleasure in ownership of your own created work.

However, it is also imperative that you give full credit to any and all others whose work you have included in your presentation via paraphrase, direct quotation, and or performance, citing the name(s) or the author(s) creator(s) and the source of the work with appropriate reference information. To do otherwise is to put oneself in jeopardy of being sanctioned for an act or acts of plagiarism that can carry serious consequences up to and including expulsion from the college. Central Christian College is contracted with Turnitin.com to verify writers integrity. Learners must sign off on the Plagiarism Policy in the course.

Turnitin.com

To help you in the development of academic integrity, Central Christian College utilizes [Turnitin.com](https://www.turnitin.com). This collaborative environment can help you identify ways in which your research and writing may improve. Your instructor will post the Turnitin course ID associated with this course during week 1 of this class.

Academic Accommodations

Any student who has a documented learning or physical disability and wishes to access academic accommodations under the 1973 Rehabilitation Act of the Americans with Disabilities Act must contact the **Central Christian College of Kansas Guidance Office Director** as soon as possible. The student must have appropriate documentation of the disability and the need for the requested accommodation on file with the guidance director before accommodations can be provided. Please click on the link below to access the information.

[Students with Disabilities](#)

Additionally, the documentation process is found in Doc Sharing. If you have questions about the process, please contact: **Mrs. Pat Muntz** at Central Christian College at **620-241-0723**.

pat.muntz@centralchristian.edu