

## **COURSE SYLLABUS**

**Fall 2020**

August 31 – December 10, 2020

Monday 6:00pm – 8:40pm VC

**MS OFFICE/INTERNET I**

**IT10203-40**

**Evans Schools of Business**

**Instructor:** Alan Cook

Phone/Text: 775-538-2526 Mobile

E-mail: [acook@rio.edu](mailto:acook@rio.edu)

Office: Bob Evans Farm Hall – Room 230

Office Hours: *Please schedule an appointment online: 2526.us/meet  
at least 8 hours in advance to ensure availability*

M/W @BEF230 09:00-10:00a

M @BEF230 03:45-4:15p

T/R @Meigs Ctr. 03:45p-04:30p

R via MS Teams appt 1:00-2:00p

Dept. Secretary: 740-245-7373 Office Fax: 740-245-7110

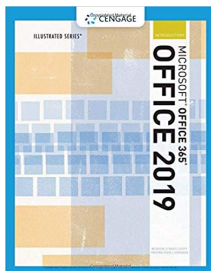
McArthur Ctr. 740-645-7993 Meigs Center: 740-992-1880 Jackson Ctr. 740-288-0284

**COURSE DESCRIPTION:** This course is a general introduction to using the Windows OS and MS OFFICE applications, including Excel, Word, PowerPoint, and Access. Lab Fee Required.

**PREREQUISITES:** None

**CREDIT HOURS:** 3 credit hours

### **TEXTBOOK AND OTHER REQUIRED MATERIALS:**



**Illustrated Microsoft® Office 365 & Office 2019: Introductory,  
1st Edition** by Beskeen/Cram/Duffy/Friedrichsen/Wermers

**REQUIRED: CENGAGE MINDTAP ACCESS**

**MindTap access/eBook with purchase of “Cengage Unlimited”**

*<<Complimentary trial access is provided at beginning of course>>*

*OPTIONAL: physical textbook ISBN-13: 9780357119709*

Software: Windows Version of Microsoft Office 2019

[provided in campus labs or free download w/rio student account]

Access to Rio’s Blackboard Learning Management System:

<http://rio.blackboard.com>

MindTap system requirements: [www.tinyurl.com/mindtap-faq](http://www.tinyurl.com/mindtap-faq)  
[e.g., screen resolution must be 1024x768 or larger]

Face-to-Face Students Only:

Flash drive (2GB, or larger) for use with campus computers

Headphones/earphones for online training during classroom time

**PROGRAM OUTCOMES:** The following outcomes have been adopted for the degree program for which this course is required:

1. Students will be able to identify and describe the introductory concepts, basic theories, and fundamental practices in the principal functional areas of business.
2. Students will be able to describe and illustrate the significance of the economic environment of business.
3. Students will be able to use current technology and computer applications in support of business administration.
4. Students will be able to produce and present effective oral and written forms of communication.

**COURSE OUTCOMES:** The following outcomes have been adopted for this course. *All outcomes* listed below have direct relevance to course material. Upon completion of this course students are expected to:

**Goals and Objectives of Course:**

1. Produce word-processing documents such as memos, letters, and research papers.
2. Produce and create spreadsheets for business applications.
3. Create a PowerPoint presentation and use the themes, outline, and notes features.
4. Create an Access Database and make tables, forms, queries, and reports.
5. Use the Internet to enhance the integration of the above programs.

**Learning Outcomes:** Students will:

Be able to demonstrate a working knowledge of the computer, hardware and software and operating systems. Be able to use, search and understand how the World Wide Web works. Be able to use and understand what different types of software are used for, such as Word for word processing, Excel for spreadsheets, etc. Be able to use input and output devices on a computer.

**TOPICAL/CLASS OUTLINE:**

| DATE         | Reading  | Assignments  |
|--------------|--|--|
| W1<br>8/31   | Review syllabus, BB<br>MindTap, WIN/FileMgt                  | See Blackboard   |
| W2<br>9/7    | <i>Univ closed: Labor Day Monday</i><br>See Blackboard       | For each unit, complete:<br>Read eBook assignment<br>Training:<br>Observe, Practice, Apply<br>Unit Exam<br>Unit Projects |
| W3<br>9/14   | MS Word 1  |  |
| W4<br>9/21   | MS Word 2<br>MS Word 3                                       |  |
| W5<br>9/28   | MS Excel 1   |  |
| W6<br>10/5   | MS Excel 2<br>MS Excel 3<br><i>Univ Closed: Friday</i>       |  |
| W7<br>10/12  | MS Excel 4   |  |
| W8<br>10/19  | <i>MidTerm Week</i><br>MS Access 1                           |  |
| W9<br>10/26  | MS Access 2<br>MS Access 3                                   |  |
| W10<br>11/2  | MS Access 4  |  |
| W11<br>11/9  | MS PowerPoint 1<br>MS PowerPoint 2                           |  |
| W12<br>11/16 | MS PowerPoint 3<br>MS PowerPoint 4                           |  |
| W13<br>11/23 | <i>Thanksgiving Week</i><br><i>Workday: catch up on work</i> |  |

|              |  |  |
|--------------|--|--|
|              | <i>University closed Wed-Fri</i>                       |  |
| W14<br>11/30 | Special Topcis   | All work must be submitted<br>by Friday Noon |
| W15<br>12/7  | Finals Week<br>Final Projects<br>Finish Final Projects | Final Projects Due<br>by Thursday midnight   |

## GRADING POLICIES/TESTING/ASSIGNMENTS/ATTENDANCE/EXPECTATIONS

| Grade calculation                  | % of Grade | Grading Scale |
|------------------------------------|------------|---------------|
| Participation/SAM Txtbook Projects | 20%        | A = 93 – 100% |
| MindTap SAM Training               | 15%        | A- = 90 – 92% |
| MindTap SAM Projects               | 30%        | B+ = 87 – 89% |
| MindTap SAM Exams                  | 25%        | B = 83 – 86%  |
| Final Project(s)                   | 10%        | B- = 80 – 82% |
| TOTAL                              | =100       | C+ = 77 – 79% |
|                                    |            | C = 73 – 76%  |
|                                    |            | C- = 70 – 72% |
|                                    |            | D+ = 67 – 69% |
|                                    |            | D = 63 – 66%  |
|                                    |            | D- = 60 – 62% |
|                                    |            | F < 60%       |

**Midterm:** The midterm grade is only an indicator of progress in the course and will be calculated by assessing the work that should be completed at the conclusion of the first half of the course.

**Exams:** Exams for each unit are online, linked to MindTap through the Blackboard course. The final exam is based on capstone projects.

**Assignments:** Assignments must be original work and duplicating/copying files will result in disciplinary actions as per the academic honesty policy in the student handbook. This class will use the Windows version of Microsoft Office 2019 including: MS Word, MS Excel, MS Access, and MS PowerPoint. Assignments may be class activities and/or online MindTap projects. Students should follow the syllabus and Blackboard to keep up with weekly assignments (late work may not be submitted or may result in a loss of points/percentage).

Scores from MindTap activity will be pulled back into Blackboard and weighted (along with participation, classroom activities, and the final project) to calculate the total course grade (MindTap shows a percentage grade, but may not include missing work and may not indicate your total course grade). MindTap grades may not appear immediately in Blackboard and may be delayed.

Course files may be individualized and available for download from Blackboard or MindTap.

**Participation:** Classroom participation for face-to-face classes may be graded on classroom activities while online student participation will be graded on completion of assigned online assignments. These assignments will be required to be completed during the face-to-face course or at the conclusion of the week for students participating online.

Free access is provided to all students to MindTap at the beginning of course, so all students need to sign in to Blackboard and log into the MindTap ebook. Failure to attend the face-to-face course and/or log into MindTap during the beginning of the online course may result in a student being reported for non-attendance.

**Face-to-Face Lab Behavior:** Phones should be set to vibrate or silent to allow students to receive emergency notifications without disruption of the classroom. Devices such as laptops,

smartphones, Internet-connected devices and university provided computers should be used ONLY to enhance the course (such as looking up information for discussion/in-class activities, etc.) and NOT become a distraction to the learner or other students in the classroom (texting, etc.). Headphones/earphones (even just in one ear) or non-religious/unapproved headgear (hats or hoods, etc.) that cover ears should not be used/worn during classroom instructional activity time. Students should be aware of and respect posted policies in lab classrooms, such as “no food and drinks”. Students who are not engaged in the face-to-face classroom may forfeit participation points.

**Email Communication:** To avoid messages from being filtered/not delivered, all student and faculty communication should be restricted to official university supplied email addresses. If you need a call back, please include a phone number in your email message. Email messages should always be professional and include your full name and course information (course and section #).

**Incomplete Grades:** Student must meet the requirements for an incomplete grade and submit a completed application (available from the registrar) for an incomplete grade, including an explanation for the request and documentation. The university charges a fee for incomplete grades. The application should be submitted to the instructor before the beginning of finals week.

**Course Survey:** Student are expected to complete a course evaluation survey before the end of the semester through the online evaluation system. Course survey information is requested before the end of the semester, but survey results are withheld from instructors until after grades have been submitted. Course evaluations are necessary for the school’s accreditation and assist with the institutional assessment and future planning.

**ACADEMIC HONESTY & INTEGRITY:** As educational institutions, the University of Rio Grande and Rio Grande Community College seek to nurture a high standard of academic honesty and integrity in students, faculty, and staff. All persons are expected to present and represent their own original work and to fully and properly credit sources of information used in the preparation of their own original work. Any person committing an act of plagiarism, cheating, attendance fraud, or other form of academic dishonesty is subject to the fullest measure of consequences, including course failure and suspension. Repeated violations will subject the student to automatic academic suspension with failing grades for not less than one academic year. Failing grades assigned because of academic dishonesty will not be eligible for forgiveness under the Academic Policy.

## **ACADEMIC SUPPORT SERVICES**

**ADA Accessibility Services:** Students who wish to receive ADA reasonable accommodations due to a qualifying physical, mental, or learning disability, should to contact the Office of Accessibility to learn more about requesting accommodations as early in the term as possible. Those who are not certain whether a medical condition/disability qualifies for services may contact Stephanie Alexander, PhD, Director of Academic Support Services at: alexander@rio.edu, or (740) 245-7366 for further information. The Office of Accessibilities is located in Rhodes Student Center and offers virtual, phone, and face to face appointments.

**Tutoring Lab and Writing Assistance:** The Jenkins Center offers free tutoring in many subjects as well as writing assistance to all Rio students. Services are offered in both virtual/online and face to face format. To schedule a tutoring appointment or to learn more about tutoring services, contact Kelsey Doughman, MEd (tutoring coordinator and professional math tutoring specialist) at

[student-success@rio.edu](mailto:student-success@rio.edu). To schedule a writing assistance appointment or to learn more about using the Jenkins Center “OPS” (online paper service), contact Adam Hollingshead, MA (professional writing specialist) at [student-success@rio.edu](mailto:student-success@rio.edu).

**MENTAL HEALTH SERVICES:** As a student, you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce your ability to participate in daily activities. Services are available to assist you with addressing these and other concerns you may be experiencing. Contact the Office of Accessibility (740-245-7439) to learn more about the confidential mental health services available to you.

**FERPA:** The University of Rio Grande and Rio Grande Community College are committed to fully respecting and protecting the rights of students under the Family Educational Rights and Privacy Act (FERPA). These rights generally include the right to inspect, review and seek amendment to the student's education records and the right to provide written consent before personally identifiable information from education records is disclosed. Under FERPA, students have the right to file a complaint with the US Department of Education concerning alleged failures to comply with FERPA. Please see the Student Records Confidentiality/Rights Under FERPA section of the Student Handbook for details and more information.

**COPYRIGHT:** Materials used in association with this course may be copyright protected. These items are provided for educational purposes and are intended for the use by only those students officially enrolled in the course. Individuals may not copy, duplicate, download, or distribute any of these items outside this course without first considering United States copyright law (Title 17, US Code) and Rio Grande’s copyright-related policies.

**WITHDRAWAL:** See current university course schedule for last day to withdraw from course.

**\*\* This syllabus is not to be construed as a contract with the student and may be subject to change\*\***