**BUSO 1620 – Introduction to Computers**
**Fall 2023**
**Instructor: Dorien Grav**
**gravdo@hayfield.k12.mn.us 507-671-1564**
**HHS Business Computer Lab Room 4**
**Class meeting time – 7th Period 1:28-2:11**

## INTRODUCTION

This course is a Riverland Community College course taught concurrently with your high school class. Upon successful completion of this course, you will earn a college grade, a high school grade, and begin building a college transcript.

## COURSE DESCRIPTION/OBJECTIVES/PREREQUISITES

This introductory course covers basic information about computer hardware and the use of computer software as a business productivity tool, as well as for personal use. Topics covered include the operating system and desktop environment; file and folder management; introduction to spreadsheet procedures; introduction to database creation and file management, fundamental word processing concepts, and presentation graphics. Some basic computer literacy is covered, such as e-mail etiquette, ethical computing, document attachment to e-mail and use of digital files. Prerequisites: None **(2 Cr – 1 lecture, 1 lab)**

## REQUIRED TEXT

Shelly Cashman Series Introductory Microsoft Office 365 & Office 2019; Cable, Freund, Monk, Sebok, Vermatt; ISBN: 9780-357-02643-4

## MAJOR CONTENT AREAS

- Intermediate level slide show using presentation graphic software
- Database file definition procedure and prepare and utilize data
- Spreadsheet features/functions/formulas
- Word processing feature/functions
- File management by organizing and creating new folders and subfolders
- Difference and purpose of applications

## COURSE-SPECIFIC LEARNING OUTCOMES

**The students will successfully:**

- create an assignment with limited directions which draw on chapter/application concepts to create original document.
- name hardware components and recognize steps launching a software application.
- create and modify documents in the four main types of office software applications: word processing, spreadsheets, database, and presentation graphics.
- create and arrange folders and subfolders to store work and organize data files.

## INSTITUTIONAL LEARNING OUTCOMES:

**Students at Riverland Community College:**

1. **think critically.** "Riverland graduates unify factual, creative, rational, and value-sensitive modes of thought."
2. **are aware of the larger global community.** "Riverland graduates understand individual and group differences, and can apply cross-cultural social, economic, and political perspectives."
3. **are prepared to be ethical, engaged citizens.** "Riverland graduates can identify, discuss, and reflect upon ethical dimensions of life as responsible and productive citizens."
4. **communicate and collaborate.** "Riverland graduates are able to affectively employ different forms of communication tools and strategies collaboratively and independently"

## COURSE SCHEDULE AND CREDIT HOUR BREAKDOWN:

This Hayfield course meets Monday-Friday for 42 minutes each day (210 minutes of class time per week.) In order to fulfill the objectives of this 2-credit course, students are required to participate in 2 hours of lecture on campus and 4 hours (2 hours per credit) of study outside of campus per week.

**STUDENT REQUIREMENTS**
You are expected to complete assignments by the due date. Log in to Moodle daily for additional information on assignments and tests. Students are also responsible for making appointments and/or contact with the instructor when they have questions or need assistance with assignments.

**ATTENDANCE**
See Student/Parent Handbook for the most recent attendance policies. Attendance for the class is required. It is especially important that students are in class every day to develop their accounting abilities. New concepts are introduced each day and the practice time is vital. Students who are taking the class in the online learning community are expected to access the class website daily

**MAKE-UP WORK**
Make-up work and due dates for that work are given by the teacher upon the student's return to class with a make-up slip. Students with unexcused absences will receive no credit for work or tests missed in class the day(s) of the unexcused absence(s). Make-up work MUST be completed within TWO (2) school days of the absence.
**It is the student's responsibility to gather and complete any missing assignments.**

**DISCIPLINARY PROCEDURE**
We will follow the disciplinary procedure as outlined in the Student Handbook.

**EXPECTATIONS AND RULES**
All students are entitled to learn and develop in a setting which promotes respect for self, others, and property. Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. In addition to the Student Responsibilities and Code of Student Conduct outlined in your student handbook the following classroom rules apply:

- Respect yourself, classmates, teachers, staff, substitutes, guests, and your school.
- Be on time for class and come prepared. You will receive a tardy if you are not inside the classroom when the bell rings. (See Tardiness Policy in Handbook.)
- Cell phones are to be stored in the cell phone pocket holder during the class period unless specified by the teacher for instructional purposes only.
- Adhere to all school policies regarding dress code, attendance, etc.
- Students must keep the room and desk areas neat and clean.
- No food or beverages are allowed in the classroom or computer lab.

**INSTRUCTION AND ASSIGNMENTS**
Class instruction and daily assignments may include but will not be limited to lectures, group work, discussion, vocabulary assignments, practice assignments, written assignments, study guides, etc. Chapter tests are given at the conclusion of each chapter. All assignments given during the course of the chapter are due on the date specified on the class website unless specific arrangements have been made in advance with me.

**GRADING CRITERIA/COURSE EVALUATION**
Your grade is determined based upon the percentage of points you earn during the semester and the weights applied to each category. Points are earned through daily assignments, problems, chapter tests, simulations, reinforcement activities and final exams. The points you earn are translated to a letter grade based upon the following grading scale:

| | | | | | |
|---|---|---|---|---|---|
| 100 – 94% | A | 83 – 80% | B- | 69 – 67% | D+ |
| 93 – 90% | A- | 79 – 77% | C+ | 66 – 64% | D |
| 89 – 87% | B+ | 76 – 74% | C | 63 – 60% | D- |
| 86 – 84% | B | 73 – 70% | C- | below 60% | F |

**Semester Grade Calculation**

| | |
|---|---|
| Quarter 1 or 3 Grade | 45% |
| Quarter 2 or 4 Grade | 45% |
| Comprehensive Final Exam | 10% |

**Summative Assessments** – 75% of Grade – Tests/Quizzes/Projects/Labs/Reinforcement Activities
Tests are given online for each unit. Students are to check the course outline to see when summative assignments are scheduled.

***Retakes***

1. Students will have one opportunity to re-take summative assessments and will have five school days to do so.
2. Re-takes will cover the same content but may be in a different format.
3. It is possible to retake sections of the assessment instead of the entire test.
4. Students are expected to initiate a re-take according to the instructor's schedule and must have all formative assessments completed prior to a re-take.
5. A student's re-take score is the final score for the assessment in question.

**Formative Assignments** – 25% of Grade – Practice/Apply/Extend
Due by specified date and uploaded through Moodle.

- Due dates, along with any pertinent class information are posted on Moodle. Daily outcomes and assignments are also posted on the white board.
- Missing assignments are reflected on JMC as MI which means it is late and figured in your grade percentage as a zero but can still be turned for the percentage listed below.
- Assignments are assessed based on the following submission dates:

| Turned in by: | Credit available: |
|---|---|
| Due Date | Full Credit |
| Deadline (after due date but before chapter/unit test) | 90% credit |
| Chapter/Unit Test (if taken within 5 days after due date) | 50% credit |

**EXPECTATIONS FOR STUDENT USE OF E-MAIL**
Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with college-related communications. Students have the responsibility to recognize that certain communications may be time critical. For efficiency purposes please include your name and the name of the course in the subject line when emailing the instructor.

**ACADEMIC INTEGRITY STATEMENT**
Plagiarism/Academic Integrity—it is expected that you will do your own work. Plagiarism will not be accepted. Refer to your "Student Handbook" for the College's guidelines on this topic. Students in violation of the district's academic dishonesty policy will have 5 school days to complete an alternative assessment. Time and location of the alternative assessment are set by the instructor. Choosing not to complete the alternative assessment will result in a zero.

**AFFIRMATIVE ACTION STATEMENT**
Riverland Community College is an affirmative action, equal opportunity employer and educator accredited by North Central Association of Colleges and Schools. Individual college programs accredited by associated professional organizations. For more information, go to http://www.riverland.edu/policy/Equal-Opportunity-Nondiscrimination-Policy-1000.pdf.

**ACCOMMODATIONS/DISABILITIES POLICY**
In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Please notify the instructor during the first week of class of any accommodation needed for the course.
If you have a disability and need accommodations to participate in the course activities, you should contact the instructor or the Student Success Center https://www.riverland.edu/student-services/disability-services/ immediately. Information will be made available in alternative formats such as Braille, large print, or cassette tape, upon request. Contact your instructor immediately if there is anything that prevents you from participating fully in this class.
Riverland Community College, a proud member of the Minnesota State, is an affirmative action, equal opportunity educator and employer.

**STUDENT SERVICES**
Riverland provides a plethora of academic and support services to help students succeed. Please see information of available resources at www.riverland.edu/student-services/

If at any time during the semester you are having difficulties or are thinking about withdrawing from the class, please let your faculty, advisor or student services staff know immediately so we can help.

**BASIC NEEDS**
We recognize that some of our students have basic needs - including things like food, housing, and transportation – which can have a direct impact on the well-being and success of our students. To assist our community in meeting these needs, we've compiled many resources at https://www.riverland.edu/student-services/student-basic-needs-resources/ United Way 2-1-1 provides **free and confidential** health and human services information for people in Minnesota. We're here 24 hours a day, 7 days a week to connect you with the resources and information you need. Just call 211 or go to www.211unitedway.org.

**ACCESSIBILITY SERVICES**
Riverland Community College is committed to assuring that all educational activities are free from discrimination and harassment based on disability status. Students requesting accommodations for a documented disability are required to work directly with staff in Accessibility Services (AS) to establish eligibility and learn about related processes before accommodations are identified. After eligibility is established, AS staff will create and issue a Notification Letter for each course listing approved reasonable accommodations. This document will be made available to the student and instructor either electronically or in hard-copy every semester. Students and instructors are encouraged to review the contents of the Notification Letters as early in the semester as possible to identify a specific, timely plan to deliver/receive the indicated accommodations. Reasonable accommodations are not retroactive in nature and are not intended to be an unfair advantage. Additional information or assistance is available online at: https://www.riverland.edu/student-services/accessibility-services/ by contacting AS staff by email at accessibility@riverland.edu, or by calling 507-433-0801. Accessibility Services is a unit in the Division of Student Affairs and is located at Riverland Community College, East Building, Room N110. *This syllabus is available in alternate formats upon request.

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**ADVOCACY, SOCIAL, MENTAL HEALTH & COUNSELING**
If you are having personal difficulties or problems preventing you from being successful, contact the Riverland student advocacy team by e-mail at counselors@riverland.edu or call 1-800-247-5039 or 507-433-0600 to schedule an appointment. http://www.riverland.edu/counseling-services/

**TUTORING, MATH CENTER, and WRITING CENTER**
Academic support is free and available online through Tutor.com or individually or in small groups on campus. Stop in or schedule an appointment. https://www.riverland.edu/student-services/tutoring-services/

**VETERANS' STATEMENT**
Riverland is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with schedule course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Veterans' Services Office.

For further information on this, refer MnSCU Procedure 5.12.1 Military Service and Disabled Veterans at http://www.minnstate.edu/board/procedure/512p1.html. If you are a service member or veteran, please contact the Veterans Services Office at 507-379-3323 or linda.wasmoen@riverland.edu for information regarding educational benefits and opportunities.

**EMERGENCY PROCEDURES**
**Fire Drill/Emergency Evacuation** Fire drills are held periodically during the school year. An evacuation plan is posted in each area of the building. The signal to leave the building is a continuous series of blasts from the alarm system. Whenever this occurs, everyone is to leave the building immediately in an orderly manner. When exiting, move away from the building for safety purposes, so others may exit.
**Tornadoes & Severe Thunderstorms** In the event of severe weather, students should proceed to the sheltered area of the building illustrated on the severe weather plan posted in each area of the building. Students should take particular care to avoid areas with glass and windows.

Emergency plans are posted on the board in the classroom and throughout the building.

**Course requirements and schedule are subject to change without notice at the instructor's discretion.**

## CURRICULUM MAP/SEMESTER OUTLINE

| Syllabus—Sign ins—College Registration | | |
|---|---|---|
| **Unit** | **Module** | **Topic** |
| **Word** | **1** | Creating and Modifying a Flyer<br>1. Entering text in a document<br>2. Formatting paragraphs and characters<br>3. Inserting and formatting a picture<br>4. Enhancing the page<br>5. Correcting errors and revising a document<br>6. Using Word Help |
| | **2** | Creating a Research Paper<br>1. MLA documentation style<br>2. Changing document settings<br>3. Creating a header<br>4. Typing research paper text<br>5. Creating an alphabetical works cited page<br>6. Proofreading and revising the research paper<br>7. Working with comments in the document |
| | **3** | Creating a Business Letter<br>1. Creating a letterhead<br>2. Creating a business letter<br>3. Working with SmartArt graphics<br>4. Addressing and printing envelopes and mailing labels |
| **PowerPoint** | **1** | Creating and Editing Presentations with Pictures<br>1. Creating a title slide<br>2. Formatting characters<br>3. Adding a slide with bulleted text<br>4. Adding slides, changing slide layouts, and changing the theme<br>5. Inserting, resizing, and moving pictures<br>6. Resizing photos and illustrations<br>7. Making changes to slide text content<br>8. Saving and printing files<br>9. Using PowerPoint help |
| | **2** | Enhancing Presentations with Shapes and SmartArt<br>1. Downloading a theme and editing slides<br>2. Creating and formatting a SmartArt Graphic<br>3. Inserting and formatting a shape<br>4. Positioning slide elements |
| | **3** | Inserting WordArt, Charts, and Tables<br>1. Adding a chart to a slide and formatting<br>2. Adding a table to a slide and formatting<br>3. Inserting and formatting a text box<br>4. Inserting and moving slides<br>5. Inserting pictures and adding effects<br>6. Creating and formatting WordArt<br>7. Animating Slide Content<br>8. Adding media to slides |
| **Excel** | **1** | Creating a Worksheet and a Chart<br>1. Starting and using Excel<br>2. Selecting a cell and entering text and numbers<br>3. Calculating sums and using formulas<br>4. Using the fill handle to copy to an adjacent cell<br>5. Calculating average, maximum, and minimum values<br>6. Saving the project<br>7. Formatting the worksheet<br>8. Adding a pie chart to the worksheet<br>9. Changing the sheet tab names and colors<br>10. Document properties<br>11. Correcting errors |

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|---|---|---|
| **Excel** | **2** | Formulas, Functions, and Formatting<br>1. Entering the titles and numbers into the worksheet<br>2. Flash fill<br>3. Entering formulas<br>4. Option buttons<br>5. Using the average, max, min and other statistical functions<br>6. Verifying formulas using range finder<br>7. Formatting the worksheet<br>8. Checking spelling<br>9. Displaying and printing the formulas version of the worksheet |
| | **3** | Working with Large Worksheets, Charting, and What-if Analysis<br>1. Rotating text and using the fill handle to create a series<br>2. Copying a range of cells to a nonadjacent destination area<br>3. Inserting and deleting cells in a worksheet<br>4. Absolute versus relative addressing<br>5. Making decisions—the IF function<br>6. Adding and formatting sparkline charts<br>7. Formatting the worksheet<br>8. Adding a clustered column chart to the workbook<br>9. Organizing the workbook<br>10. Changing the view of the workbook<br>11. What-if analysis<br>12. Using Smart Lookup |
| **Access** | **1** | Databases, and Database Objects: An Introduction<br>1. Creating a Database<br>2. The Access Window<br>3. Creating a Table in Datasheet View<br>4. Additional Database Objects<br>5. Database Properties<br>6. Special Database Operations |
| | **2** | Querying a Database<br>1. Creating Queries<br>2. Sorting<br>3. Joining Tables<br>4. Creating a Form for a Query<br>5. Exporting Data from Access to Other Applications<br>6. Adding Criteria to a Join Query<br>7. Calculations<br>8. Crosstab Queries<br>9. Customizing the Navigation Pane |
| | **3** | Maintaining a Database<br>1. Updating Records<br>2. Filtering Records<br>3. Changing the Database Structure<br>4. Mass Changes<br>5. Validation Rules<br>6. Making Additional Changes to the Database<br>7. Changing the Appearance of a Datasheet<br>8. Multivalued Fields in Queries<br>9. Referential Integrity<br>10. Ordering Records |
| **Semester Final** | | |