

Sam Houston State University

Department of Computer Science

CSTE 1330: Introduction to Computers for Business Majors

Syllabus

Fall 2017

General Information

Instructor: Dr. Lori Aden
Office: Virtual
Email: exl_laa@shsu.edu
Course Title: CSTE 1330: Introduction to Computers for Business Majors
Hours/Location: Virtual

Course Description

This is a computer literacy course. Basic computing concepts are presented. Assignments provide a hands-on experience in using microcomputer applications. Multimedia and the Internet are introduced. May not be taken for credit toward a COSC major or minor. This course may be taken as a classroom based course or as an Independent Study/Internet course. Credit 3.

Course goals

The goal of this class is to ensure that students have a basic to intermediate understanding and competence with general computer systems with an emphasis on computer skills needed in a business environment. A heavy emphasis will be placed on the Microsoft Word and Excel software programs since these are the industry standard applications in the business world.

Objectives include (but not limited to):

- Basic Computer Concepts
- Basic Internet Concepts
- Basic/Intermediate Word Concepts
- Basic/Intermediate Excel Concepts
- Intermediate PowerPoint Concepts

Assignments and Percentages of Final Grade

- Discussions: 150 pts
- Trainings: 820 pts
- Quizzes: 300 pts
- Projects: 750 pts
- Final = 300 pts

Total 2,320 points

Final Grade:

- 2,088 – 2,320 = A
- 1,856 – 2,087 = B
- 1,624 – 1,855 = C
- 1,392 – 1,623 = D
- <1,392 = F

Text/Materials: There are no textbooks for this class. We will use free resources either developed by the instructor or found on the Internet. Microsoft Office 2016 will be required for this course. You may use the computer lab on campus or use the Student version to download onto your personal computer from SHSU.

<http://www.shsu.edu/dept/it@sam/technology-tutorials/office-365/index.html>

Grading

All assignments will be graded in one of two (2) ways: auto graded via online test or instructor graded. The grade for the online tests will be viewable immediately in Blackboard. Instructor graded assignments will not be viewable until I enter them into Blackboard. Please give 5-7 days for grading to be complete.

The instructions for what you are supposed to submit and how will be provided for each assignment. They are NOT all the same so pay close attention to the instructions for each assignment.

Attendance Requirements

This is an online class so attendance is N/A. It is also expected that you will be diligent and proactive about the assignments. Because of the work load for this class and the number of students I have across all courses, I will **NOT** accept any late work. Work submitted after the due date will receive a grade of "0".

Academic Dishonesty

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, **collusion** (from Webster Dictionary: secret agreement or cooperation especially for an illegal or deceitful purpose) and the abuse of resource materials.

Be aware that the instructor reviews all individual assignments and exercises for evidence of collaborative work. While it is sometimes appropriate and encouraged for students to discuss concepts and ideas, it is never permissible to collaboratively work on specifically individual assignments, to share or swap completed or partially completed assignments. In addition it is not permitted for students to use examples provided by the instructor without appropriate permission and documentation/ citation of the use of that example. If you work with anyone else, make sure and notify the instructor to prevent unintentionally facing disciplinary action that might range from a zero on the assignment to an F in the class to expulsion from the university.

Classroom Conduct

Students in this course are expected to be professional, tactful, and courteous when communicating with the instructor and other classmates. In the online course, most communication is written, and non-verbal cues (facial expressions, hand gestures, voice tone, etc.) are not visible; therefore, students must be cognizant of this and pay careful attention to the way their messages appear to others when read. Also, proper capitalization, spelling, and grammar are required in all communication and assignments. Students will not gain credit for graded assignments and discussions that are poorly written and that include abbreviations commonly used in chat and texting.

Americans with Disabilities Act

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (phone 936-294-3512, TDD 936-294-3786, and email disability@shsu.edu). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities. For a complete listing of the university policy, see:

<http://www.shsu.edu/dept/academic-affairs/documents/aps/students/811006.pdf>

Religious Observance

Because this is an online class, this should not be an issue. You will have at least one week to complete any assignment so there should be more than enough time to arrange to complete the work and submit the assignment without it interfering with religious practices. However, if there is a situation that arises where an assignment conflicts with your religious practice, the following university policy will cover how it will be handled.

University policy allows for student to observe religious holy days without penalty. If you intend to miss class as a result of the observance of a religious holy day or as a result of the necessary traveling time required for religious observance, such an absence will not be penalized. As a courtesy, it would be appreciated if you **notify the instructor in advance in writing (email is fine)**, of the dates and times of class sessions that are to be missed. Students absent from class as a result of religious observance are required to submit any due assignments immediately on their return to the classroom. Makeup tests and quizzes will also be provided on return to the class.

OF PARTICULAR NOTE:

It is your responsibility to provide yourself, at your own expense, with hardware and software which will enable you to complete the requirements of this course, including the download and upload of assignments and course materials and the ability to open, manipulate, and use those materials in accordance with the directions provided.

All assignments should be completed in a professional manner. They should have a neat appearance, use proper grammar and have citations in accordance with any acceptable citation format, unless otherwise stated.

The Instructor reserves the right to correct and or clarify any errors or omissions or make changes in this Syllabus.