

San José State University
College of Business / Management Information Systems
Bus. 91L Computer Tools for Business
Fall 2018 Section 01 (Class No. 48277) & Section 02 (Class No. 48178)
Last Day to DROP: 31 August 2018
Last Day to ADD: 10 September 2018
<http://www.sjsu.edu/people/patricia.kwan/>

Instructor: Patricia I. Kwan
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Office Hours: Tuesdays, 8:45 to 9:15 PM (in BBC 305)
Class Days/Time: 6:00 - 7:15PM & 7:30 – 8:45PM; Tuesdays, August 21 – October 23, 2018
Classroom: Boccardo Business Center (BBC) 305

Faculty Web Page and MYSJSU/Canvas Messaging

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on my [Canvas](#) learning management system course website. You are responsible for regularly checking the syllabus, and to the messaging system through [Canvas](#) to learn of any updates.

Course Description:

The course covers **Excel**, **PowerPoint** and **Word using Office 2016 (Office 365)**, with an emphasis on **Excel**. At the end of the course you should be confident and comfortable when using these applications. You will learn basic to intermediate skills in Excel. You will also become aware of advanced formatting techniques in Word and PowerPoint to quickly make your work look distinctive and professional. Course assignments are designed to help you understand how Office applications are used in a business environment.

Course Methodology:

This course uses a hands-on approach to learning Microsoft Office applications. Students will use a combination of video instructions (demonstrations), in-class exercises, and homework assignments to learn practical skills. You do not need to buy a textbook. Everything you will need is available via this syllabus page and postings in [Canvas](#).

FORMAL LEARNING OBJECTIVES:

1. Recognize the common tabs of the Ribbon of Office 2016 (Office 365).
2. Use common **Excel** tools, functions and charts; understand how data in an Excel sheet can be used to arrive at better business decisions.
3. Use key features in **Word**, including graphics, shortcuts, and tips.
4. Use basic to intermediate features of **PowerPoint**, including insertion of audio/video files.
5. Choose appropriate Office applications for use in a business environment.
6. Identify basic skills needed for class work in the business school.
7. Communicate ideas more clearly, logically, and persuasively in written format via Word, PowerPoint and Excel.
8. Use Google Drive to collaborate and share work on a group project.

If you are interested in obtaining **Microsoft Office Certifications** (at the Microsoft Office Specialist, Expert or Master level), consult this informational [page](#) from Mr. Mike Splane. You may also want to visit this [Microsoft web site](#).



Canvas Instructions:

URL: [Canvas Login Page](#)

[Student Canvas Login Information](#) ([Canvas Student Resources](#))

The Computer Lab:

To log on:

Domain is LAB

Username is your student ID Number: 9 digits starting with a zero.

Password for first time users is the last two letters of your **last name** followed by the last 4 digits of your student ID.

After you log on for the first time you have to change your password.

Password trouble: Go to the **help desk** in **Room 302**. Your instructor does not have access to reset student passwords.

If you do not have **Office 365** on your computer, it is available to you (as SJSU student) at **no cost** through the [Microsoft's Student Advantage Program](#).

Printing: I don't require you to print anything

If you like to print something from the printers in BBC 305, you may do so.

You have to set up a printer before you can print. See instructions posted on the front and back walls of the lab.

Classroom Protocol:

- I come to the classroom early to set up. I want to start promptly. Please help me by showing up on time.
- Please turn off or set to silent your cell phone, and put it aside while you are in class.
- The classroom is a shared environment. Please do your part to keep it clean and neat.
- No food is allowed in the classroom.
- Log off when you leave. You don't want other people printing papers at your expense.
- You are not allowed to install or use instant messaging or file sharing programs in the computers in the classroom.
- No equipment should ever be unplugged by a student. This includes network cables.
- Do not surf the web, play games, do homework from other classes, send IMs, or answer email.

Note: in the event of a **fire alarm drill**, please take your belongings and exit the building. Do not return to the classroom after the all-clear is given. This is a short course; we can't afford to lose a whole class of learning time.

Grading: This is a **Credit/No Credit** course. There are 9 homework assignments, 1 group assignment, and a final exam. You can earn **up to 100 points. You must score 85% or better in assignments and the final exam to pass this course.**

The Final Exam counts for **50 points**. Notes and handouts may be used for the exam. Bring a picture ID to the exam. **Getting help from neighbors, or using a smartphone during an exam is NOT PERMITTED!**

I do not give make-up exams without prior arrangement.

Note that "All students have the right, within a reasonable time, to know their academic scores, to review their grade-dependent work, and to be provided with explanations for the determination of their course grades." See [University Policy F13-1](http://www.sjsu.edu/senate/docs/F13-1.pdf) at <http://www.sjsu.edu/senate/docs/F13-1.pdf> for more details.

Ask Questions: There are NO BAD or STUPID QUESTIONS as long as they are on topic. Your questions help other students and show me where I need to improve my teaching. Also, it is very likely someone else has

the same questions but may not feel comfortable asking. If you start to get lost, you need to say something immediately. The goal is for you to learn, not for me to talk. **ASK QUESTIONS!**

Getting Help: If you need help I'll stay after class. I also encourage you to get to know your classmates so you can help each other. If you have to miss a class, let me know in advance via email. All of the class materials (assignments and reading) are available from [Canvas](#).

Also, you can get tutorial help from the [Jack Holland Student Success Center](#). This tutoring service is free. The center is in BBC 008. Check their website and see when a tutor for Bus 91L is available.

There is also [Counseling and Psychological Services](#) if you need to talk with someone.

I update this syllabus page and [Canvas](#) postings occasionally. Be sure to check for updates between classes.

Standard disclaimers: The student is responsible for adhering to the add/drop policy of the course as well as all University and College rules for academic behavior and conduct. Students are encouraged to talk, consult, work and learn together on their assignments and projects. If you need course adaptations or accommodations because of a disability, or if you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please see me as soon as possible.

University Policies: the section below contains university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc.

Mission and Program Learning Goals

School of Information Systems & Technology Mission Statement

We are the *institution of opportunity* in *Silicon Valley*, educating future leaders through *experiential learning* and character development in a *global business community* and by conducting *research* that contributes to business theory, practice and education.

BSBA Program Learning Goals

1	Business Knowledge	<i>Understand basic business principles and demonstrate discipline-specific competencies as applied to local and global environments.</i>
2	Communication	<i>Communicate ideas clearly, logically, and persuasively in oral and written format, using technology appropriately.</i>
3	Ethical Awareness	<i>Recognize, analyze, and articulate solutions to ethical issues that arise in business.</i>
4	Leadership Diversity & Teams	<i>Comprehend the challenges and opportunities of leading and working in diverse teams and environments.</i>
5	Critical Thinking	<i>Comprehend, analyze, and critically evaluate complex unstructured qualitative and quantitative problems, using appropriate tools and technology.</i>
6	Innovation	<i>Recognize, analyze, and articulate strategies for promoting creativity and innovation.</i>

Week 8 (10/9)	<i>Charts</i>	Charts (Bar, Column, Line, Pie, Scatter Combined charts; Pivot Charts) In-class projects (*F18 Charts.docx; *Week8.xlsx)		*ChartsAssignment.docx (5 points) Due 10/16
Week 9 and Final Exam Review (10/16)	[Optional] Macros	Macros In-class project (*F18 Excel Macros.docx, *Macro-Clear-InvoiceFrom.xlsm, *±Macros.pdf, *±Dashboard.pdf)		*Mock-Exam.docx Take the mock exam before coming to class!
Final Exam (10/23)	<i>Excel Exam</i>	Exam - Open Notes		50 points

#There are accompanying short videos for in-class projects, listed in *Short videos.docx* under **Files** in [Canvas](#).

*These materials are accessible from [Canvas](#) under **Modules** or **Assignments**.

±These are Mr. Mike Splane's materials.

[Optional] is for those who have a good grasp of Microsoft Excel basics and want more advanced materials on Macros.

Homework in Excel counts for **50 points**: Assignments can be submitted early, and are accepted via [Canvas](#).

Homework:	Points	Due Date
*Excel self-Assessment.xlsx	0	8/21
*Multiply.docx	5	9/4
*HandyToolsAssignment.xlsx	5	9/11
*SalesForecastAssignment.docx	10	9/18
* Purchase Order - Part 1.docx	5	9/25
* Purchase Order - Part 2.docx	5	10/2
*DataToolsAssignment.docx	5	10/9
*PivotTableAssignment.docx	5	10/9
*ChartsAssignment.docx	5	10/16
*F18 GroupAssignment.docx	5	10/16