



RUTGERS

UNIVERSITY | CAMDEN

School of Business

Course Name: Introduction to Business Computing
52:623:201 (3 Credits)

Semester: Spring 2018 (Jan. 16th – May. 9th)

Professor: Ramin Vassighi

Class Meeting: Tuesday (6 PM – 8:50 PM)

Email: Ramin.Vassighi@rutgers.edu

Phone: 609-313-3802 (cell)

Course Text : Go! All in One
Computer Concepts & Applications
Third Edition – Gaskin, Vargas, Geoghan, Graviett
ISBN: 10:0-13-450574-3, 13:978-0-13-450574-9

Required Software: Microsoft Office 2016
You can purchase a student copy, or you can download 3 months
Trial edition from Microsoft

MyITLab:

Access Card – For Go! Office 2016, Third Edition: Students access
code for using MyITLab with the Go Office 2016 text

MyITLab Course ID: Vassighi89162

52:623:201:40 - Introduction to Business Computing

In today's business environment computers playing an important role. The success and failure of a business is solely rest with the business managers' ability to read and manipulate data across their company. Introduction to computers and information technology, with an emphasis on personal computers and their applications. Understanding of and hands-on experience with application software including word processors, spreadsheets, database systems, electronic mail, and web browsers.

Introductory problem solving and computer programming. In this course, you will have hands on experience with Microsoft Office 2016 (Word, Excel, PowerPoint, and Access). This course will strengthen your computing foundations for rest of your college careers.

Prerequisite: No math deficiency. Any course equal or greater than 50:640:042.

Course Objectives

At the completion of this course you will be:

- Able to navigate the Web and perform basic tasks.
- Create e-mail, using Internet, and identify the benefits of using this tool as a means of communication.
- Able to use windows 10 operating system, and access hardware, software, as well as all peripherals.
- Able to produce a written document (research paper), determine the appropriate form and then develop the document.
- Able to produce a quality desktop published document, analyze the appropriate data and design and produce a professional document.
- Able to analyze data, and design an appropriate spreadsheet.
- Able to inspect, assess and revise content and format to reflect changed requirements in a given spreadsheet.
- Able to present data to a diverse audience, such as board of director, school presentation, financial analysis presentation/or documents by creating charts/graphs using an appropriate applications.
- Able to create an integrated document, containing text, pictures, tables and/or graphs/charts, and create reports with linked and/or embedded objects.
- Able to present outline, and create appropriate set of presentation slides.
- Able to create small database application and understand database terminology.

Class Requirements

- **Please purchase your book in advance of your class begins.** (Those who came prepared received very high marks in the past)
- Class attendance is mandatory and we meet every Tuesday at 6:00 PM. Please make sure to be on time. Anything more than ½ hour late in class, constitutes absent. We will have lecture and labs.
- You must register with MyITLab for your homework, Quizzes and Exams. Your **MyITLab Course ID is: Vassighi89162**. For Instruction on how to register, Click Here.
- Please refrain from using your cell in class. Turn your **Cell phone OFF**/or set it on **Silent** and stow it away in your backpack during class hours.
- Weekly assignments and projects are due by 11:59 PM on Monday night before class begins.
- The late assignment automatically loses one grade points.

- Your **weekly assignments & Chapter Quizzes** are on MyITLab. They are your responsibility. You must complete them on time before your next session begins. You cannot make them out!
- You obtain copies of class handouts and notes online through Sakai
- If you need help please email me at: Ramin.Vassighi@Rutgers.edu

Course Schedule

Week	Dates	Reading/Studying	Assignments Do
Week 1	Tuesday Jan. 16	Introduction to Business Computing MyITLab Chapter 1	MyITLab Student Orientation - & Registration
Week 2	Tuesday Jan. 23	Chapter 2 – Hardware Modules 1 - 7	MyITLab Chapter 1 <ul style="list-style-type: none"> • End of the chapter Quiz • IT Simulation
Week 3	Tuesday Jan. 30	Chapter 3 – System Software Modules 1-7	MyITLab Chapter 2 <ul style="list-style-type: none"> • End of the chapter Quiz • IT Simulation
Week 4	Tuesday Feb. 6	Chapter 4 – Networks, Security, and Privacy Modules 1-7	MyITLab Chapter 3 <ul style="list-style-type: none"> • End of the chapter Quiz • IT Simulation
Week 5	Tuesday Feb 13	Chapter 6 – Application Software Modules 1-7	MyITLab Chapter 4 <ul style="list-style-type: none"> • End of the chapter Quiz • IT Simulation
Week 6	Tuesday Feb 20	Chapter 7 – Internet Modules 1-7	MyITLab Chapter 6 <ul style="list-style-type: none"> • End of the chapter Quiz • IT Simulation
Week 7	Tuesday Feb. 27	Chapter 10 – Windows 10 Modules 1-11	MyITLab Chapter 7 <ul style="list-style-type: none"> • End of the chapter Quiz • IT Simulation
Week 8	Tuesday Mar. 6	Chapter 12 – Creating Documents Microsoft Word 2016 Modules 1-8 Mid-Term Exam	MyITLab Chapter 10 <ul style="list-style-type: none"> • End of the chapter Quiz • IT Simulation
Spring Break (March 10 – 18)			
Week 9	Tuesday Mar. 20	Chapter 13 – Creating Cover letters and using Tables to Create Resumes Modules 1 - 6	MyITLab Chapter 12 <ul style="list-style-type: none"> • End of the chapter Quiz • IT Simulation
Week 10	Tuesday Mar. 27	Chapter 14 – Creating Research Papers,	MyITLab Chapter 13 <ul style="list-style-type: none"> • End of the chapter Quiz

		Newsletters, and Merged Mailing Labels Modules 1 - 7	<ul style="list-style-type: none"> IT Simulation
Week 11	Tuesday Apr. 3	Chapter 15 – Creating Worksheet and Charting Data Modules 1 - 11	MyITLab Chapter 14 <ul style="list-style-type: none"> End of the chapter Quiz IT Simulation Final Word Project Due
Week 12	Tuesday Apr. 10	Chapter 16 –Functions, Tables, Large Workbooks & Pie Charts Modules 1 - 16	MyITLab Chapter 15 <ul style="list-style-type: none"> End of the chapter Quiz IT Simulation
Week 13	Tuesday Apr. 17	Review - Excel Final Project Charting & Functions	MyITLab Chapter 16 <ul style="list-style-type: none"> End of the chapter Quiz IT Simulation
Week 14	Tuesday Apr. 24	Chapter 17 – Using Microsoft Access Modules 1 - 20	<ul style="list-style-type: none"> Final Excel Project is Due
Week 15	Tuesday May 1	Chapter 18 – Getting Started with Microsoft PowerPoint Modules 1- 12	MyITLab Chapter 17 <ul style="list-style-type: none"> End of the chapter Quiz IT Simulation
Week 16	Tuesday May 9	Final Presentation	MyITLab Chapter 18 <ul style="list-style-type: none"> End of the chapter Quiz IT Simulation PowerPoint Final Project

Grading

MyITLab Simulations & Quizzes73.7%	(1400 Points)	A	90 and higher
Midterm Exam.....10.5%	(200 Points)	B+	85-89
Final Projects15.8%	(300 Points)	B	80-84
		C+	74-79
		C	70-74
		D	60-69
		F	59 and Below

- Please note that there is **NO incomplete** grading will be given in this class.

Final Projects (300 Points)

Your Final project has three component. All three totals 300 Points that is 15.8% of your grade.

- Microsoft Word (100 Points)
 - Create your Resume with the cover letter for 10 Recipients
- Microsoft Excel (100 Points)
 - First Kiwi National Bank – Project Monthly "New Loan Report" for the Board of Directors. This program list and summarize all new loans for residential housing in the past month.
- Presentation (50 Points slide – 50 Points Presenting before class)
 - You are presenting a topic that you are passionate about. You limitations are:
 - Minimum Five Slides
 - You have only Maximum of 10 minutes to present your topic.

Academic Integrity

You can find Rutgers University Academic Integrity Policy at:

<http://academicintegrity.rutgers.edu/academic-integrity-at-rutgers/>

Students are responsible for understanding the principles of academic integrity and abiding by them in all aspects of their work at the University. Students are also encouraged to help educate fellow students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

Principles of academic integrity require that every Rutgers University student:

- properly acknowledge and cite all use of the ideas, results, or words of others
- properly acknowledge all contributors to a given piece of work
- make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration
- obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions
- treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress
- uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

Adherence to these principles is necessary in order to insure that:

- everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments
- all student work is fairly evaluated and no student has an inappropriate advantage over others
- the academic and ethical development of all students is fostered
- The reputation of the University for Integrity in its teaching, research, and scholarship is maintained and enhanced.

- Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

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Student Code of Conduct

<http://studentconduct.rutgers.edu/university-code-of-student-conduct>

Violations of the Student Code of Conduct are considered serious infractions of student behavior and students who violate the code are subject to penalties relative to the level of the matter. In general, students may not disturb normal classroom procedures by distracting or disruptive behavior. Examples of disruptive behavior include, but are not limited to, the following:

- Repeatedly leaving and entering the classroom without authorization
- Answering cellular phone or allowing pager to beep
- Making loud or distracting noises
- Repeatedly speaking without being recognized, interrupting the instructor or other students, or otherwise acting in disregard of the instructor's requests
- Threats or violence Violations of the code should be reported to the Dean of Students office deanofstu-dents@camden.rutgers.edu or 856-225-6050.

If the violation is immediate and a potential threat is a concern, call the Rutgers-Camden police at 856-225-6111

Disability Services/Accommodations

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation:

<https://ods.rutgers.edu/students/documentation-guidelines>

If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your

instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the Office of Disability Services web site at:

<https://ods.rutgers.edu/students/registration-form>

Ajeenah Nuriddin-Little

(856) 225-2722

Rutgers-Camden Disability Services:

Rutgers-Camden Learning Center

Armitage Hall, Room 240

311 North Fifth Street, Camden, NJ 08102-1405 Web page:

<https://learn.camden.rutgers.edu/disability-services>

E-mail: Ajeenah.nuriddin-little@camden.rutgers.edu

Important Administrative Dates

- **Tuesday, January 16** – First day of Spring 2018
- **Tuesday, January 23**– Last day to drop a class without a “W” (this can be done through We-bReg)
- **Monday, April 2** – Last day to withdraw from one or all classes with a “W”. (This can be done through WebReg) For more information, see the registrar’s website <http://registrar.camden.rutgers.edu/>
- **Saturday, March 10** – Sunday, March 18– Spring recess
- **Monday, April 30** – Last day of classes
- **Thursday, May 3** – Wednesday, May 9 - Final Exam Period