



- Demonstrate database proficiency using Access 2007. Students will learn to use a preexisting database and will also construct their own database. Tables, forms, and reports, filters and queries will be featured.
- Demonstrate basic skills in constructing a personal web page using Front Page 2007.

### School of Business Mission Statement

The mission Statement of the School of Business can be accessed at the following web address:

<http://www.iuk.edu/~kobus/Mission.shtml>

<b>Grading:</b>	Midterm Exam	100 pts
	Final Exam	100 pts
	Quizzes	100 pts
	Projects	<u>200 pts</u>
	Total Points	500 pts

<b>Grading Scale:</b>	90% - 100%	A
	80% - 89%	B
	70% - 79%	C
	60% - 69%	D
	Below 60%	F

### Exams:

There will be a midterm exam, and a final exam. Unexcused absences will result in zero score on exams. Both exams will be in-class and will require actual computer use. The Midterm Exam is on **March 10**. The Final exam is on **May 5**.

### Quizzes:

About twelve ten-point quizzes will be given in class. The quizzes will cover the concepts, terms, and charts in the text. Some quizzes will be over the hands-on computer projects discussed in class. The quizzes encourage attendance and keeping up with the pace of the class. The material is diverse and it is easy to fall behind. **There are no make-ups on quizzes!** The results of the ten best of them will be counted toward your grade.

### Projects:

Projects are assigned to make sure that you learn the basic skills to use application software. All projects are individual assignments. In total, all projects will be worth 200 points. All projects are due at the beginning of the class period. Late projects will be accepted only with previous approval! Grading of the projects will be as follows:

Overall Web Page Presentation and Navigation	30
Web Page Personalization and Content	10
PowerPoint Presentation	30
Excel Projects	60
Resume and Sample Cover Letter	20
Sample Newsletter	10
Database projects	<u>40</u>
Total	200

**Attendance:**

It is essential that you attend this class! Software skills and projects will be discussed in class and they cannot all be discussed individually with students who miss class. If you must miss a class, it is your responsibility to arrange with another student to take detailed notes. Remember that quizzes cannot be made up.

**Computer Usage:**

Students will be required to work on computer projects outside of the regular class times. This work can be done at the IU Kokomo computer lab, at home or at work (if you have your employer's permission to do so). Registered students at IU Kokomo can purchase the *Microsoft Office 2007* at great discount at the bookstore. You will need proof of current enrollment.

The IU Kokomo computer lab is in the Library. Students should not expect that the workers in the computer lab will be able to help them with specific K201 assignments. All students should have access to an IU e-mail account. I encourage students to contact me using e-mail. In order to use the computers in the classroom and in the labs students need an ADS account. Contact the Help Desk to obtain the account if you do not have one. The phone number for the IUK Help Desk is (765) 455-9315 and the e-mail is [kohelp@iuk.edu](mailto:kohelp@iuk.edu).

**Library Usage:**

The IUK library's Information Commons area includes the computer labs where the students can work on class projects. The library also offers a variety of resources for the student to use in this course. Examples include current newspapers (*Wall Street Journal*), magazines (*PC Computing*), databases (*ABI Inform*), and access to the Internet.

**Confidentiality Issues:**

In K201, *The Computer in Business*, students are required to create a web site. Many individual assignments (including, but not limited to, a resume and a PowerPoint presentation that may be based on your hobbies or interests) will be posted to your web site. This web site may be viewable by anyone with access to an Internet connection. If you are uncomfortable with your resume or other information being available on the web you are welcome to use hypothetical information and you should identify the information as hypothetical on the web site. In addition, the content of your Indiana University provided web page is governed by the rules you agreed to when you received your computer account. It is important that students understand the confidentiality issues described above and acknowledge that they are allowed to use hypothetical information for class assignments that are posted on their web site.

**Disability Issues:**

Indiana University Kokomo provides equal access and support services to students with special needs. Students with documented disabilities should contact the University Division (455-9309) and discuss any necessary support services or accommodation with the instructor.

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## Tentative Class Schedule

Week of	Textbook Chapter (Software Topic)	Quizzes, Exams
Jan. 12	Chapter 1 - Computers and Basics of Digital Technology (Word)	Quiz 1
Jan. 19	Chapter 2 – Working with Files and Folders (Word)	Quiz 2
Jan. 26	Chapter 3 – Working with the Internet (Word)	Quiz 3
Feb. 2	Chapter 4 –Computer Maintenance and Security (Word)	Quiz 4
Feb. 9	Web Pages and Internet (FrontPage)	Quiz 5
Feb. 16	Web Pages and Internet (FrontPage)	Quiz 6
Feb. 23	Presentation Software (PowerPoint)	Quiz 7
Mar. 2	Presentation Software (PowerPoint)	
Mar. 9	Midterm Exam	<b><i>Mid-Term Exam</i></b>
Mar. 16	Spring Break	
Mar. 23	Chapter 6 - Working with Excel (Excel 2007)	
Mar. 30	Chapter 7 – Excel Charts (Excel 2007)	Quiz 8
Apr. 6	Chapter 8 – Excel Table Management (Excel 2007)	Quiz 9
Apr. 13	Chapter 9 - Databases, Introduction to Access (Access 2007)	Quiz 10
Apr. 20	Chapter 10 - Querying the Database (Access 2007)	Quiz 11
Apr. 27	Chapter 11 - Creating Access reports (Access 2007)	Quiz 12
May 4		<b>Final Exam</b>