I. Course and Instructor

Format: (Collaborate web conferencing, IVS, Web, etc.)

Instructor Information:
Name: Linda Hamons, D.CS.
Phone: 719-357-7067
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Course Information:
Course Title: Advanced Computer Applications for Business
Synonym Number: 71566 Credits: 3
Course Code: BIS-324-DS21 Prerequisite: MAT 121, ACC 121, and ENG 121
Semester: Spring 2013
Meeting Times and Days: Online via Canvas
Class Location: Online via Canvas
Start Date: 14 January 2013 End Date: 03 May 2013
Refund Date: 30 Jan 2013 Withdraw Date: 7 Apr 2013

Orientation Note: *Go to http://coloradomtn.edu/cms/one.aspx?objectId=15171461for information on how to begin with Canvas. Review Student FAQ for Canvas.*

Computer Access:
Online courses require frequent computer use and access to the internet. It is highly recommended that students have a personal computer for use in online courses. If you need to use a computer at your local Colorado Mountain College location, you will be able to do so during open lab hours. Please check with your local site for times. Labs will not be available for Collaborate web conferencing sessions, if included as part of your course, due to the verbal interaction involved.

If you have general questions about online learning, please contact **Colorado Mountain College Online Learning** at 800-621-8559, extension 8341 or virtual@coloradomtn.edu.

No-show reporting and financial aid: If you have not completed your introductory assignment(s) in Canvas by Tuesday, January 22nd you will be reported as a no-show and dropped from the course. The resultant loss in credit hours may cause a reduction and/or cancellation of your financial aid award. Neither financial aid awards nor class reinstatement can occur after this point without significant documented extenuating circumstances. If you have questions or concerns about this please contact your campus financial aid specialist. (**www.coloradomtn.edu/web/departments/financial_aid**)

II. Course Description:

The course focuses on software applications that are used in business decision making including MS Office, Open Office, Google Docs, and ERP systems. It applies software applications to current and new processes within a company and across a value chain of partners and customers. It involves team projects, case studies, lectures, and research to solve real-world business problems.

III. Student Learning Outcomes, Competencies, and Skills:

On completion of the course, the student will be able to:

1. Utilize business applications such as spreadsheets and databases as tools to solve real-world business problems.
2. Identify business problems and explore and experiment with the many different types of software applications available to solve them.
3. Research and converse about trends in automated business processes.
4. Understand software integration.
5. Produce reports and present material in an understandable fashion to a specific audience.

IV. IDEA Student Ratings of Instruction:

1. Learning to apply course material (to improve thinking, problem solving, and decisions).
2. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.
3. Learning how to find and use resources for answering questions or solving problems.
4. Learning to analyze and critically evaluate ideas, arguments, and points of view.
5. Acquiring an interest in learning more by asking questions and seeking answers.

V. Methods and Class Management:

- This table summarizes all of the graded assignments, exams, and reading assignments for the course. I suggest that you print it out and post it at a location that is easily available.
- Also available See the Colorado Mountain College Website for the important academic dates for the semester. This includes the current Academic Schedule for ***Add, Drop and Withdraw*** dates.
- All assignments are described in detail in the course syllabus or on the unit assignments pages. If you have questions check there and/or send me an email.
- It is your responsibility to read and study the required chapters at least once during the assigned dates

NOTE: **All assignments and discussions are to be completed by 11:59PM on the due date.**			
Unit	**Reading**	**Assignments and Activities**	**End Date**
1	Project 1	Discussion 1, Jobs 1-1 to 1-7	Jan. 20
2	Project 2	Discussion 2, Jobs 2-1 to 2-7	Jan. 27
3	Project 3	Discussion 3, Jobs 3-1 to 3-6	Feb. 3
4	Project 4,5	Discussion 4, Jobs 4-1 to 4-5 & 5-1 to 5-5	Feb. 10
5	Project 6,7	Discussion 5, Jobs 6-1 to 6-5 & 7-1 to 7-4	Feb. 17
6	8,9	Discussion 6, Jobs 8-1 to 8-6 & 9-1 to 9-5	Feb. 24
7	10,11	Discussion 7, Jobs 10-1 10-4 &11-1 – 11-4	Mar. 3
8	12	Discussion 8, Jobs 12-1 to 12-5	Mar. 10
9	13	Discussion 9, Jobs 13-1 to 13-5	Mar. 17
10	14	Discussion 10, Jobs 14-1 to 14-5	Mar. 24
11	15	Discussion 11, Jobs 15-1 to 15-5	Mar. 31
12	16	Discussion 12, Jobs 16-1 to 16-4	Apr. 7
13	17	Discussion 13, Jobs 17-1 to 17-5	Apr.14
14	18	Discussion 14, Jobs 18-1 to 18-4	Apr. 21
15	19	Discussion 15, Jobs 19-5	Apr. 28
NOTE: **All assignments and discussions are to be completed by 11:55 PM on the due date.**			

Grading

Student Evaluation and Grading Methodology	Points Each	Total Points
Active Course Contribution (Discussions)	20	380
Jobs (Per Project)	25	475
FINAL Assignments Capstone Job 19	250	250
TOTAL		1105

A	90-100%
B	80-89%
C	70- 79%
D	60-69%
F	59% and below

NOTICE:

A student judged to have engaged in academic misconduct as defined in the "Academic Policies and Requirements" section of the Colorado Mountain College Student Handbook will, at a minimum, receive a "zero" for the work in question. The student may also be removed from the class, resulting in a failing grade. All student course material may be submitted to Turnitin (or another anti-plagiarism program) at the instructor's discretion. "Academic Expectations," the "Student Code of Conduct and Judicial Process" and more information about academic misconduct can be found in the Student Handbook, online version at: **www.coloradomtn.edu/File/student_handbook.pdf.**

Students are responsible for course materials from assigned text(s) and reading, lectures, labs, and other assignments as required.

The instructor may alter any, or all, of this syllabus during the semester as the learning environment requires. Students will be notified of changes in the Canvas course shell.

If you have a disability protected by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act and feel you may need classroom accommodations based on the impact of your disability, please contact the Disability Services Coordinator on your campus.

- Edwards and Steamboat Springs: Deb Farmer at 970-870-4450
- Aspen, Carbondale, Glenwood Springs (including Spring Valley), and Rifle: Dr. Anne Moll at 970-947-8256
- Breckenridge, Dillon, Leadville, and Chaffee County: Sandi Conner at 719-486-4200

Students wishing to withdraw from this course must INITIATE the course withdrawal/drop process at the site Registration Office.

This class could be cancelled one week prior to the census date if a sufficient number of students are not enrolled by that date.

VI. Grading System & Options:

Information about grading is available in the Colorado Mountain College catalog. You will receive a grade report for current semester courses at the end of each term. This grade report is mailed to your permanent mailing address. Reports are mailed approximately two weeks after the end of the academic term. Additional information is available at:
http://catalog.coloradomtn.edu/content.php?catoid=3&navoid=620#Grading_System_and_Options_

VII. Required Course Materials

1. Course Textbook
    a. Integrated Business Projects (3rd) (Olinzock, Anthony; Arney, Janna; Skean, Wylma) ISBN-13: 9780538731096
2. Regular & Reliable Internet Access
    a. Students must have regular and reliable access to a computer, the Internet, and email.
3. Backup & Disaster Recovery
    a. Students must have a regular and reliable means of backing up all course work
    b. Use your own backup and recovery process or try one of the following services: Mozy.com SpiderOak.com skydrive.live.com
4. Microsoft Office or similar office product
5. Headset
    a. Canvas Elluminate Live sessions will require the use of a simple headset that contains speakers and a microphone in one device.
6. Other Resources, Applications and Tools as Needed
    a. As guided by Instructor
7. A Can-Do Attitude
    a. A Cheerful, Helpful and Flexible Attitude

Ordering Books

Colorado Mountain College has chosen to partner with Follett Virtual Bookstores to operate textbook services. You will find the official textbook list at **www.coloradomtn.bkstr.com**. If you ever have any online bookstore questions, you can email coloradomtn@fvb.follett.com or call 800-621-4088.

Students can sell back books anytime online or in-person at Follett's CMC buyback events. Sign up for the online store's email list at **www.coloradomtn.bkstr.com/email** for more information on future buyback dates/times and to receive other important messages from Follett.

Ordering Textbooks with Financial Aid:
Students wishing to use their Financial Aid to purchase their textbooks from the Colorado Mountain College Online Bookstore (Follett) may be set up with a *CMC Flex Pay account*. Contact your local CMC Accounts Manager for instructions and your specific username and password information. If you are not close to a CMC site contact CMC Online Learning at 970-947-8341 or virtual@coloradomtn.edu.

VIII. Other Information:

Canvas

Canvas by Instructure is the online learning management system (LMS) used by Colorado Mountain College. You access Canvas via your web browser, i.e.: Mozilla/Firefox, Internet Explorer, Opera, etc. Students, faculty and staff members use the CMC Canvas site to access course announcements, documents, research links and library resources, to receive and deliver completed assignments, take tests, and to communicate with each other via email, discussion boards and chat.

For instructions on How to Access your Canvas Account, Canvas How To's, and who to contact for all your Canvas questions and support needs, please visit: **www.coloradomtn.edu/web/departments/faq-for-students**.

Student Email
All CMC students enrolled in a credit-based class (0.5 hour credit class or more) will be assigned a CMC student email address through Google mail (Gmail). Please allow at least 48 hours after you register for this account to be activated. For more information on your CMC student email account, please visit the Student page of the MyCMC Portal: **mycmc.coloradomtn.edu**.

A Few Words About Microsoft Word
Microsoft Word is the standard word processing program for the majority of CMC instructors. Students without Microsoft Word may use the free software from **www.OpenOffice.org** to create Word-compatible documents. The program also includes spreadsheet, presentation, drawing, and database applications. The program is available for Windows, Macintosh, or Linux operating systems. Microsoft Word is installed on computers available in computer labs at CMC locations.

Virtual Library Information
http://library.coloradomtn.edu/content.php?pid=349163&sid=2891178

The Virtual Library has its doors open 24/7, providing access to thousands of online journals and newspapers, books and art images, downloadable videos and audio books, career resources and practice tests.

If you need help with the Virtual Library, email reference@coloradomtn.edu or call us at 800-621-8559, extension 2926.

Colorado Mountain College Online Learning
Information is available at: **www.coloradomtn.edu/online_learning/.**