COURSE SYLLABUS

COURSE TITLE:	COMPUTER SKILLS FOR BUSINESS	COURSE CODE:	COMP120
PREREQUISITES:	None		
INSTRUCTOR:	Tomas SILVA	CREDITS:	3
EMAIL:	proftomassilva@gmail.com		

COURSE DESCRIPTION:

Introduction to computer business applications - Microsoft Windows 10, Word, Outlook, PowerPoint and Excel. Students will be comfortable working in a Windows 10 operating system, master beginner and intermediate Word and Excel and apply it to a business setting. Students will also master basic uses of Outlook, PowerPoint in a business environment. This course aims to help prepare future managers to achieve an operational level in the use of business-oriented computer applications.

COURSE OBJECTIVES:

It is hoped that the students will:

- Learn how to navigate Microsoft Windows 10.
- Create and edit professional Word documents
- Use outlook for businesses emails needs
- Build powerful presentations with PowerPoint
- Be able to easily determine how to adapt Microsoft Excel tools to their needs

EXPECTED LEARNING OUTCOMES:

Upon completion of this course students should be able to:

- Master basic use of Windows 10
- Create and format a basic Word document

- Create powerful presentations with PowerPoint using animation, transitions and recorded narration.
- Create and manipulate Excel spreadsheets and graphs to represent data in an easily understandable form.
- Transform raw data into desired results with the aid of Excel built-in functions, formulas, and functionalities
- Design an Excel tool for a given task

MANDATORY TEXTBOOKS:

Microsoft Excel 2016- Step by Step by Curtis D. Frye, Microsoft Press – ISBN: 978-0-7356-9880-2. Download practice files at: https://www.microsoftpressstore.com/store/microsoft-excel-2016-step-by-step-9780735698802

Microsoft Word 2016 Step by Step by Joan Lambert and Joyce Cox – ISBN: 978-0-7356-9777-5 Download practice files at: https://www.microsoftpressstore.com/store/microsoft-word-2016-step-by-step-9780735697775
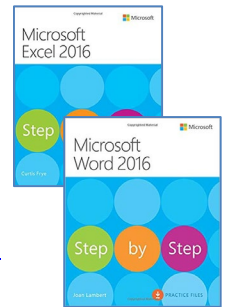
Additional resources provided by the Professor

EVALUATIONS:

The final grade will be determined as follows:
> **20%** Class Participation, Homework, Attendance and Engagement
> **30%** Midterm Exam
> **30%** Final Exam
> **20%** Big Data Project

Presence in class is mandatory. More than 2 absences will lead to a failing grade.

GRADING CRITERIA:

Grades will be based on the following evaluation criteria:

CATEGORY	ACHIEVEMENT LEVEL 1 : BEGINNING	ACHIEVEMENT LEVEL 2 : DEVELOPING	ACHIEVEMENT LEVEL 3 : ACCOMPLISHED	ACHIEVEMENT LEVEL 4 : EXEMPLARY
Ability to Use Microsoft Windows 10, Word, Outlook, PowerPoint and Excel	Comfortable with basic concepts and operations.	Basic operations are achieved routinely; can find answers to more complex problems.	Masters basic operations, routinely discovering/using more complex functionalities.	Able to routinely use even more complex functionalities and shows a desire to explore further.

CLASSROOM RULES:

If students are 5 minutes late, it will be tolerated but don't make a habit out of it.
More than 10 minutes late is disrespectful, and students will get half an absence.
More than 2 full absences and students will likely fail the course.

Version: 13-May-20

No phones allowed – No web surfing.

Your attendance and in class participation will count 10% towards your final grade.

Any homework must be sent by email 48h before class or it will not be graded.

COURSE SCHEDULE:

Dates	Reading/Homework	Session Content
Session 1	Introduction to Windows 10	**Introductions to each other and the syllabus.** **Basic overview of what will be achieved throughout the term.** Organizing Windows 10 to your needs
Session 2	Word Chapters 3	**Word Chapter 3: Enter and Edit Text** Document formatting, find and replace, references
Session 3	Word Chapters 4	**Word Chapter 4: Modify Structure and Appearance of Text** Paragraph formatting, create and modify lists, Styles, themes
Session 4	Word Chapter 13	**Word Chapter 13: Reference content and content sources** Footnotes and endnotes; Table of contents
Session 5	Introduction to Outlook	**Master the basic use of Outlook** Organize emails, create client folders, emails rules
Session 6	Midterm Exam	**Review of class material covered so far and Midterm Exam (Word and Excel)**
Session 7	Introduction to PowerPoint	**PowerPoint: Professional Business Presentations.** Animations, transitions, recorded narrations
Sessio 8	Excel Chapter 1	**Excel Chapter 1: Set up a Workbook** Create Workbooks, modify Workbooks
Session 9	Excel Chapter 2	**Excel Chapter 2: Working with data and Excel tables** Enter data; Flash fill; move data; Find and Replace
Session 10	Excel Chapter 3	**Excel Chapter 3: Performing Calculations on Data** Naming groups of data; calculating values with formulas
	No classes	**Business Games**
Session 11	Excel Chapters 4-5	**Excel Chapter 4: Changing Workbook appearance** Formatting cells; applying themes; enhancing readability; adding images **Excel Chapter 5: Focusing on specific data by using filters** Manipulating worksheet data using filters and slicers
Session 12	Final Exam	**Review of class material covered so far and Final Exam (Windows 10, Word, Outlook, PowerPoint and Excel)**