



계명대학교
Keimyung Adams College
Keimyung University

Business Applications 25800-03
Spring 2011
Wednesday 4:00 – 5:50
Location: 206 Lab

Instructor: Dr. Ken Eckert

B.A. English, Concordia University College of Alberta, Canada
M.A. English, Memorial University of Newfoundland, Canada
Ph.D. English, University of Nevada, Las Vegas, USA

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Office Hours: Mon 10-12; Tue 10-12, 2-4; Wed 3-4; Fri 11-12



Outline

Business Applications will familiarize students with software, skills, and style principles for developing and producing effective, appropriate documents for a business environment. Topics will include basic computer skills such as touch typing, effectively and efficiently utilizing Microsoft Office components, basic web design, and exploring alternative productivity software. Projects will draw attention to productivity software's features and will allow students to develop professional skills.

Goals

There are two main goals of this course:

1. To prepare students for success in the Microsoft Office Specialist exam if desired.
2. To extend students' knowledge of productivity software beyond surface understanding by developing fundamental design and presentation skills.

Class Rules

The classroom is not the place for constant cigarette breaks, gossiping with friends, or playing with cell phones. Computers may not be used for surfing or video games. Please treat your instructor and fellow students courteously in class. Students who spend the class sleeping or text messaging may be marked absent.

Textbook

No textbook. Regular class handouts will supplement course activities in the lab.



Course Plan

March 2, 9, 16, 23	Microsoft Word	Unit project due Mar 23
March 30 + April 6, 13	Microsoft Powerpoint	Unit project due Apr 13
April 27 + May 4, 11, 18	Microsoft Excel	Unit project due May 18
May 25 + June 1, 8	HTML Web Design	Unit project due Jun 8
June 15	Final Exam	

Unit projects may be sent to eng@keneckert.com. Late submissions will be deducted 10% per day.

Evaluation

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|---------------------------------|-----|
| a. Attendance and participation | 20% |
| b. Four unit projects 15%x4 | 60% |
| c. Final exam | 20% |

WARNING: Five minutes late: 1/3 absence. Ten minutes late: 2/3 absence. 15 minutes late or more: absent. In accordance with Keimyung Adams policy, students who are absent **5.0** class hours **fail the course**. Students are responsible for their attendance and for providing documentation of sickness or other emergencies. Every hour absence is a 2% deduction. Notes will not be accepted after seven days after the absence.



Calendar

Classes begin: Mar 2

Exam week: Jun 16 – 22

Holidays: May 5, May 10, May 20