

BCIS 2610.003: INTRODUCTION TO COMPUTERS IN BUSINESS

COURSE SYLLABUS SPRING 2014

This syllabus is subject to change. It is your responsibility to attend class and check your official UNT email account (EagleConnect) and/or Blackboard to learn of schedule and course changes, campus closings, grade postings, and other important announcements from UNT and your instructor. Get quick updates on closings and such from Eagle Alert – sign up at <http://www.unt.edu/eaglealert/>. “

LECTURES: BLB 080, Tuesday 6:30 p.m. – 9:20 p.m.

Instructor: Dr. Donna Lohr

Office: BLB 319E, Email (usually the best way to contact me): donna.lohr@unt.edu

Office Hours: Tuesday & Wednesday 6:00 p.m. – 6:30 p.m. and/or by appointment

Course coordinator: Dr. Richard Vedder, Email: vedder@unt.edu ITDS Department

Grader: TBA

WHAT ARE INFORMATION SYSTEMS, AND WHY ARE THEY IMPORTANT TO ORGANIZATIONS?

The term Information Systems [IS] is used to describe an organizational function that applies IS knowledge to industry, government agencies and not-for-profit organizations. Information Systems analyze the way in which organizations interact with technology and the way in which technology is integrated into the organization's business processes. Information systems are implemented within an organization for the purpose of improving the effectiveness and efficiency of that organization.

Up-to-date, complete and accurate information has become an organizational necessity for survival in an increasingly competitive world. Therefore, critical to Information Systems are information technologies, which are typically designed to enable humans to perform tasks for which the human brain is not well suited, such as: handling large amounts of information, performing complex calculations, and controlling many simultaneous processes.

There are various types of information systems, several of which are: **project management systems**, enterprise information systems, transaction processing systems, database management systems, networking systems, and e-business systems.

COURSE OBJECTIVES

This course examines the fundamental concepts of computing in various business disciplines. It also provides an introduction to programming and to software programs you will use in later courses and in business. Course objectives include:

- Learning basic computer concepts, such as cyberspace, hardware, software, privacy, security, ethics, emerging issues, etc.
- Learning how to manage projects using MS PROJECT 2010.
- Learning how to develop useful spreadsheets with MS EXCEL 2010.
- Learning how to create electronic presentations using MS POWER POINT 2010.

TEXTBOOKS

You will use 2 textbooks (a combined Project/ PowerPoint/Excel book, and a combined *Computer Concepts AMER/MORLEY* book). There is also a free software disk containing a 60 day trial copy of project 2010. These materials are available for purchase in a bundle at the UNT Bookstore or ONLINE at:

<http://www.cengagebrain.com/shop/en/US/storefront/US;CMGTJSESSIONID=IMwNRxPTZn0GqnnG2S873xryrflRP5kvc4d6SVZk3LMVhSJP8tdp!746417949?cmd=DisplayLandingPage&entityNumber=6081&entryPoint=storefront&cid=1-1DXB4M7&id=43234&messageType=DisplayLandingPage>

THE BOOKS CANNOT BE BOUGHT SEPARATELY. IT IS IMPORTANT THAT YOU PURCHASE THE BUNDLE, AS BOTH OF THE TEXTBOOKS HAVE BEEN CUSTOMIZED SPECIFICALLY FOR THIS CLASS.

PURCHASE YOUR TEXTBOOKS THE FIRST WEEK OF CLASS. ASSIGNMENTS BEGIN THEN AND YOU WILL NEED YOUR TEXTBOOKS. SHIPPING TAKES TIME.

THE ITDS DEPARTMENT WILL NOT PROVIDE COPIES OF TEXT MATERIAL TO ANYONE. IT IS AGAINST THE LAW! UNT POLICY IS THAT ALL STUDENTS BUY THEIR OWN TEXTBOOKS FOR THE CLASSES THEY TAKE.

DISABILITIES AND CLOSURES

The College of Business Administration complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disability. If you have an established disability as defined in the Americans with Disabilities Act and would like to request accommodation, please contact your instructor as soon as possible.

CAMPUS CLOSURES: Should UNT close campus; it is your responsibility to keep checking your official UNT e-mail account (EagleConnect) to learn if your instructor plans to modify class activities, and how

BCIS 2610 COURSE WEB SITE

The course web site URL is: <http://www.cob.unt.edu/itds/courses/bcis2610>. You MUST download all assignment files and data files necessary to complete your assignments from either the course Web Site. Each file is in an “explodable” zip-file format; just download each file to your 2610 folder and double-click on the file name to unload the file’s contents. To keep better track of each file’s contents, you might want to create separate folders for each EXE file before “exploding” them. Please note that the assignment data files may contain more items than you need this term to complete your work

BCIS 2610 POLICIES AND PROCEDURES

Course Syllabus

You must complete the “Course Syllabus and BCIS 2610 Policies and Procedures” acceptance policy link in blackboard or you will be administratively dropped from the course with a grade of W.

Acceptable Student Behavior

Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at <http://www.unt.edu/csrr>. Cheating in any form will not be tolerated. **Your instructor has the right to have you removed from class for ANY BEHAVIOR THAT HE/SHE DEEMS INAPPROPRIATE.** That includes such behavior as:

1. Talking during lecture or exam or disturbing others in any manner whatsoever.
2. Eating in class. But quietly having a soft drink is fine so long as it does not violate UNT policy.
3. Having your computer or mobile device open during movies and video clips longer than two minutes.

All electronic devices (cell phones, pagers, tape recorder, computers unless you’re taking notes with them,etc.) must be turned off before class begins.

Tape recording of class lectures is NOT permitted (except for ADA accommodation and then only with your instructor’s written knowledge and consent). It is a violation of the UNT Code of Student Conduct to record without permission and action will be taken if violations occur.

ATTENDANCE

1. Regular and punctual attendance for the full class period is expected. Absences and tardiness can lower your grade. Pop quizzes or other assignments will be given at the instructor’s discretion and cannot be made up. \

2. If students miss any part of two classes or more you may be administratively dropped from the course with a W or WF without further notice.
3. Students who will miss class because of a university-sponsored activity must arrange with instructor to complete and turn in any work scheduled before their absence rather than after the absence. Missed work cannot be made up.
4. For UNT administrative purposes, we will take attendance until the 12th day until the class rolls are finalized. After that time, I may take attendance periodically.
5. Family events, weddings, ski trips, car trouble, car wrecks, being sick, et. Are not what the university considers a “university authorized absence: or a “state law exception”. If you have questions, check with the DEAN OF STUDENTS.
6. It is the student’s responsibility to execute the proper drop procedures for a grade of ‘W’ should they need to stop attending class. Failure to execute the drop procedure will result in an automatic grade of ‘F’ which cannot be changed.
7. CAMPUS CLOSURES: Should UNT close the campus, it is your responsibility to keep checking your official UNT e-mail account (EagleConnect) and/or blackboard to learn if your instructor plans to modify class activities and how.

Disabilities

The College of Business Administration complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disability. If you have an established disability as defined in the Americans with Disabilities Act and would like to request accommodation, please contact your instructor as soon as possible.

Code of Conduct and Ethics

Academic integrity must be exhibited in your academic work, methods and conduct. Course work for which you receive an individual grade must be your original, individual effort. If any evidence exists of copying, cheating, or any other forms of academic dishonesty on all, or part, of your graded course work, you (and any others involved) will be awarded a zero for that work. A second incident will result in a grade of F in this course and a recommendation for further action by the office of the Vice President for Student Development.

Exams and Exam Policies

1. We will test your knowledge of all material assigned or taught in this course. THERE WILL BE EXAM QUESTIONS ABOUT PROJECT, EXCEL AND POWERPOINT ASSIGNMENTS.
2. There will be THREE semester exams and an optional comprehensive final exam.
3. **There are no makeup exams. That is what the optional comprehensive final exam is for.**
4. You may elect to take the **OPTIONAL** comprehensive final exam and **SUBSTITUTE** the optional comprehensive final exam grade for any low semester exam grade or to replace a 0 on a missed semester exam. **YOU MUST TAKE THE OPTIONAL COMPREHENSIVE FINAL EXAM WITH YOUR OWN SECTION. IF YOU ATTEMPT TO TAKE THE FINAL EXAM WITH ANOTHER SECTION YOU WILL RECEIVE A ZERO ‘0’ ON THE EXAM. You must notify the professor in blackboard (link provided after exam 3) that you intend to take the optional comprehensive final exam by the date listed in blackboard. There will only be optional comprehensive final exams for those who sign up to take the optional comprehensive final exam.**
5. If you are pleased with the 3 semester exam grades,” you DO NOT have to take the optional comprehensive final exam.
6. THERE IS NO MAKE-UP FOR THE OPTIONAL COMPREHENSIVE FINAL EXAM – if you do not take the optional comprehensive final exam, we will **use the 3 semester exam grades as the basis for your course grade.**
7. You must bring your UNT PHOTO ID & ID NUMBER TO ALL EXAMS, plus a good eraser and pencils. You will not be permitted to take the exam without your UNT PHOTO ID and ID NUMBER (no exceptions).
8. No electronic devices can be used during the exams.
9. All exams will be CLOSED BOOKS, CLOSED NOTES. The use of any books or notes during the exams will be considered cheating and will result in an ‘F’ grade for the course.
10. Exams will take about an hour so plan on also having class on exam nights.

ASSIGNMENTS

As a part of the course, you should complete and upload ALL software assignments in blackboard.. These assignments are designed to help you learn the course material and to prepare for the exams. THERE WILL BE QUESTIONS ON EACH EXAM ABOUT THE SOFTWARE ASSIGNMENTS.

- **ALL HOMEWORK ASSIGNMENTS IN THIS CLASS WILL BE DUE BEFORE CLASS BEGINS ON THE DUE DATE.** Additional details will be provided on turning in each of the three assignments. Submit whatever you have done, even if it is not finished – you may still earn some credit.
- **Late assignments will not be accepted and students will receive a GRADE of '0'.**
- Our graders will complete the grading as soon as possible. **If you have a problem with a grade, you must send your instructor an email about the problem NO LATER THAN TWO WEEKS after the submission date.** Beyond that time, we will no longer deal with this type of problem.

COURSE GRADING:

Grade Distribution	Points
PROJECT ASSIGNMENT	45
EXCEL ASSIGNMENT	25
POWER POINT ASSIGNMENT	15
SEMESTER EXAM ONE [Project, etc.]	130
SEMESTER EXAM TWO [Excel etc.]	130
SEMESTER EXAM THREE [PPT etc.]	130
In class pop quizzes/assignments	25
*NO LATE ASSIGNMENTS ACCEPTED	500

Grades will be assigned as follows:

Grading Scale: No Rounding	
Points	Grade
450-500 points	A
400-449	B
350-399	C
300-349	D
299 or fewer points	F
*Note: NO ROUNDING	

- **INCOMPLETE GRADES:** A grade of "I" will be given only in fully documented *exceptional* circumstances to **passing** students who have completed at least 70% of the course, and only for circumstances occurring during the last week of regular class meetings. That is, only emergency situations such as a grave illness or death in your immediate family constitute exceptional circumstances.
 - **THERE ARE NO EXTRA CREDITS, NO MAKEUPS, AND NO DO OVERS IN THIS COURSE!**
 - **NO SCORES WILL BE ROUNDED**

IF YOU HAVE A PROBLEM OR WISH TO APPEAL SOMETHING

UNT and ITDS have a process for that, and you must follow it – no short cuts allowed:

1. Discuss the problem with your section's grader. If you are not satisfied, then
2. Discuss the problem with your section's teacher. If you are not satisfied, then
3. Discuss the problem with the BCIS 2610 Course Coordinator. If you are not satisfied, then
4. Contact the UNT Center for Student Rights and Responsibilities. Do NOT contact the ITDS Chair.

COMMUNICATION

- EagleConnect is the official UNT student email system. The Mobile version of EagleConnect is now available. For information on EagleConnect, go to <http://eagleconnect.unt.edu/>.
- After the first week of class, I will **only** answer emails from UNT email addresses. If you would like a response, use your UNT email.
- All communication from the professor and grader will occur in person or through **email, bulk email, and the Blackboard Announcements.** **Please check your email & Blackboard daily.**

BCIS 2610 SPRING 2014 SCHEDULE – SUBJECT TO CHANGE
Check Blackboard and your official UNT e-mail daily to stay informed

Week - Date	Topics	Reading	Assignment Due by 6:30 p.m.
Week 1 1/14/14	Course introduction Introduction to BCIS 2610 <i>Pre-test</i>	Project ch 1 Morley ch 4	Submit statement of understanding of BCIS 2610 Syllabus & Policies and Procedures!
Week 2 1/21/14	Project Management <u>Tutorial 1 Planning a Project</u> <i>Network & Internet Security (Morley 4)</i>	Project ch 2 Morley ch 5	
Week 3 1/28/14	Project Management <u>Creating a project Schedule</u> <i>Computer Security and Privacy (Morley 5)</i>	Project ch 3 Morley ch 8	
Week 4 2/4/14	Project Management <u>Communicating Project Information</u> <i>Emerging technologies (Morley 8)</i>		
Week 5 2/11/14	<i>Post-test</i> Review Project		Project homework due
Week 6 2/18/14	EXAM 1 Morley 4-8 and MS Project 1-3	Excel 1-2	
Week 7 2/25/14	Excel (ch 1) Getting Started with Excel Excel (ch 2) Formatting a Workbook	Amer ch 1 Excel 3-4	
Week 8 3/4/14	Excel (ch 3) Working with Formulas and Functions Excel (ch 4) Enhancing a Workbook with Charts and Graphics <i>Computers in Business & Industry (Amer 1)</i>	Excel 6	
Week 9 3/11/14	SPRING BREAK No class		
Week 10 3/18/14	Excel (ch 6) Managing Multiple Worksheets and Workbooks <i>Computers in Government, Law Enforcement and the Military (Amer 2)</i>	Amer 2 & 3 Excel 11	
Week 11 3/25/14	Excel (ch 11) Connecting external data <i>Computers in Medicine and Science (Amer 3)</i>		Excel homework due
Week 12 4/1/14	EXAM 2 Amer 1-3 & Excel 1-11	Amer 4 PPT 1	
Week 13 4/8/14	<i>Computers in Arts & Entertainment (Amer 4)</i> Intro to PowerPoint	Amer 5 & 8 PPT 2-3	
Week 14 4/15/14	<i>Computers in the Transportation Industry (Amer 5)</i> <i>Computers Law & Ethics (Amer 8)</i> PowerPoint Lecture		PowerPoint homework due
Week 15 4/22/14	EXAM 3 Amer 4-8, PowerPoint 1-3		
Week 16 4/29/14	Review week		
5/6/14	Optional Comprehensive Final Exam		

GENERAL INFORMATION ABOUT BCIS 2610 SOFTWARE

1. **We will test you on your knowledge of Microsoft PowerPoint 2010, Microsoft Excel 2010, and Microsoft PROJECT 2010 operating under Windows 7 OR 8 – not Apple's OS X.** The Apple versions, when available, are not identical to the Windows versions. The same problem exists with the EagleConnect SkyDrive versions of Excel and PowerPoint.
2. **THE LEAST-EXPENSIVE THING TO DO IS TO USE THE CoB LABS, EITHER THE PHYSICAL ONES in the Business Leadership Building OR THE VIRTUAL LAB MACHINES (see this web address for details: <http://www.cob.unt.edu/lab/virtuallab.php>).**
3. If you have an Apple computer, you have the following options:
 - a. If you are NOT a Business major, follow Item #2 above. Save your money!
 - b. If you ARE a Business major, you are going to have to take the Windows plunge because the vast majority of companies use Microsoft Windows products, or products that depend on Windows. Your decision is when to take that plunge.
 - i. If you need to save money now, follow item #2 above for this course.
 - ii. You can create a dual-boot environment on your Apple, pay for and install a copy of Windows 7 on it, and then install Microsoft Office 2010 and other Windows software in that partition.
 - iii. You can buy and use a Windows notebook for your business software (many sell today for under \$300.00).
4. Link **TO FREE SOFTWARE:** <http://www.cob.unt.edu/lab/mspurchasing.php> If you need to buy *Microsoft* You can also use PowerPoint 2007 and Excel 2007 in this class, since the storage formats for their files are the same as with the 2010 versions. BUT you will be tested on the 2010 versions in BCIS 2610, and the 2010 user interface is different from the 2007 version.
5. **2610 Tutors work only in CoB labs. CoB posts their office hours at the CoB labs, on hallway bulletin boards, and online at the CoB site (<http://www.coba.unt.edu/lab>).**
6. **The UNT Computing Support Helpdesk for general computing problems or problems with your web site account is in Sage Hall, Room 130.**
<http://www.unt.edu/helpdesk>
helpdesk@unt.edu
940-565-2324

BCIS 2610 HOMEWORK – SPRING 2014

Complete all homework to earn a good grade!

GENERAL STEPS TO COMPLETION OF THE ASSIGNMENTS:

1. **Buy and read the textbooks.** If you wish bring them to class and make notes in them.
2. **Start early and work through the chapter tutorials.** Some assignments may take students who are not familiar with the **software 20+ hours to complete.** Allow yourself plenty of time to get help.
3. Read the instructions for a specific assignment (below) completely and carefully before starting your assignment. Keep it handy so you can refer to it when needed. Bring the instructions with you to the lab tutors, if you decide to seek help.
4. **Learn the software!** You will be test on it. Work through the chapter tutorials, paying close attention to what you are doing. The chapter tutorials are EXTREMELY EASY and can be done by ANYONE willing to invest some time and effort.
5. Solve and complete the **assignments on your own and not in a group.**
6. If you have trouble with solving case problems, go to the BCIS 2610 tutors. You must bring your own textbook and the results of your tutorial or case work OR THE LAB TUTORS WILL NOT HELP YOU. You will not receive HELP from tutors unless you can show them your work and the specific problem. Don't ask the tutors to do your work. HAVE A BACK UP OF YOUR DATA BEFORE YOU LET THE TUTOR OPEN IT ON THEIR MACHINE – IF THEIR MACHINE MESSES IT UP, IT IS YOUR PROBLEM, NOT THE TUTORS.

FOR COMPLETING YOUR ASSIGNMENT YOU WILL GENERALLY NEED YOUR TEXTBOOK:

1. Computers with respective software packages installed (COB labs have those)
2. Assignment data files on a portable drive.
3. WinZip utility for zipping your assignment files. Download the WinZip Utility [if you do not already have it own your computer] from the website link on the course Website. Do not use extraction software other than WinZip to decompress or compress your assignments.
4. Access to the Internet to submit your homework in Blackboard. The computer lab is available for this.
5. **ALL HOMEWORK ASSIGNMENTS IN THIS CLASS WILL BE DUE BEFORE CLASS BEGINS ON THE DUE DATE.**

BCIS 2610 is not a difficult course if you follow the above steps. The students that have a difficult time usually do not even buy the texts, let alone work thru the chapter tutorial. Students that follow the steps should make an A in the course. Students that do not, usually flunk or drop!

Be smart - follow the steps – make an A!

PROJECT 2010 ASSIGNMENT SPRING 2014

Mastering PROJECT is an important skill for business students to learn. Complete the Tutorials (Chapters) BEFORE working on your Cases. They will teach you everything you need to know to complete your work.

What will you need to complete the assignment?

- Access to a computer with PROJECT 2010 installed (all UNT computer labs have it).
- PROJECT DATA FILES (download them from the BCIS 2610 website).
- *PROJECT 2010* textbook.
- Storage medium (CD-RW, flash,, network space, or access to hard drive)

How to complete the PROJECT Assignments:

1. Download from the 2610 website the PROJECT data files, and save to a storage medium of your choice, as described in General Assignment Guidelines.
2. Complete the Tutorial 1, 2 & 3 assignments. Make sure to put your name and ID on the EVERY project. Save your .MPP PROJECTS in a storage medium of your choice.

Description:

For this assignment you will need to complete the following tasks from your PROJECT 2010 textbook:

***** DO NOT SUBMIT ANY PRINTOUTS – SAVE ALL PRINTOUTS FOR YOUR RECORDS *****

• Tutorial 1 assignments:

- Complete all steps on pages 13 thru 27 – submit Rooms.mpp
- Complete all steps on pages 30 thru 51 – submit NewAV-1.mpp
- Complete steps 1 thru 15 on page 54 for Case 1, "RIVER DELL/HOMES"
submit NewHome-1.mpp

• Tutorial 2 assignments:

- Complete all steps on pages 65 thru 96 – submit VPIInstall-2.mpp
- Complete all steps on pages 101 thru 125 – submit NewAV-2.mpp
- Complete steps 1 thru 19 on page 127-128 for Case 1, "RIVER DELL/HOMES"
submit NewHome-2.mpp

• Tutorial 3 assignments:

- Complete all steps on pages 136 thru 160 – submit NewAV-3.mpp
- Complete all steps on pages 164 thru 190 – submit MyAVPath-3.mpp
- Complete steps 1 thru 24 on page 194-195 for Case 1, "RIVER DELL/HOMES"
submit NewHome-3.mpp

Electronic submission

1. Submit your assignments in the appropriate drop box in blackboard.
2. Be sure to name your file with your last name and first name included. For example: lastname_firstname_filename or doe_john_Rooms.mpp.
3. Failure to name your file properly will result in the loss of points. **YOUR LAST NAME AND FIRSTNAME MUST BE PART OF THE FILE NAME.**
4. You must input your name in the footer of each file. Failure to input your name in the footer of each file will result in the loss of points.

EXCEL 2010 ASSIGNMENT SPRING 2014

Mastering EXCEL is an important skill for business students to learn. Complete the Tutorials (Chapters) BEFORE working on your Cases. They will teach you everything you need to know to complete your work.

What will you need to complete the assignment?

- Access to a computer with Excel 2010 installed (all UNT computer labs have it).
- Excel tutorial files (download them from the BCIS 2610 website).
- *Excel 2010* textbook.
- Storage medium (CD-RW, flash, network space, access to hard drive)

How to complete the Excel Assignments:

1. Download from the 2610 website the Excel data files, and save to a storage medium of your choice, as described in General Assignment Guidelines.
2. Complete Tutorial 1, 2 & 3 assignments. Be sure to put your name and ID on each spreadsheet. Save your Excel assignments in a storage medium of your choice.

Description:

For this assignment you will need to complete the following tasks from your Excel 2010 textbook:

***** **DO NOT SUBMIT ANY PRINTOUTS – SAVE ALL PRINTOUTS FOR YOUR RECORDS** *****

• **Tutorial 3 assignments:**

- Complete all steps on pages 118 thru 161 - Add your name to the header of your worksheet. **Submit Drake Family Budget.xlsx**
- Complete steps 1 thru 17 on page 165 for Case 2, "WIZARD WORKS" Add your name to the header of your worksheet.
submit WizardWorksOrderForm.xlsx

• **Tutorial 6 assignments:**

- Complete all steps on pages 304 thru 348 – keep all work for your records
- Complete steps 1-12 on page 355 for Case 2, "UTE AUTO SALES"
- Add a footer with your name to all worksheets in your 6 workbooks
submit UTECarsonCity.xlsx & UTEReno.xlsx & UTEVegas.xlsx & UTESummary.xlsx & UTETemplate.xlsx & CarsonCity 2014.xlsx

• **Tutorial 11 assignments:**

- Complete all steps on pages 619 thru 666 - "HORIZON FUND"
- Add footer with your name to all worksheets in your workbook.
submit Horizons Fund.xlsx

Electronic submission

1. Submit your assignments in the appropriate drop box in blackboard.
2. Be sure to name your file with your last name and first name included. For example: lastname_firstname_filename or doe_john_Drake_Family_Budget.xlsx
3. Failure to name your file properly will result in the loss of points. **YOUR LAST NAME AND FIRSTNAME MUST BE PART OF THE FILE NAME.**
4. You must input your name in the footer of each file. Failure to input your name in the footer of each file will result in the loss of points.

POWER POINT 2010 ASSIGNMENT SPRING 2014

Mastering POWERPOINT is an important skill for business students to learn. Complete the Tutorials (Chapters) BEFORE working on your Cases. They will teach you everything you need to know to complete your work.

What will you need to complete the assignment?

- Access to a computer with POWERPOINT 2010 installed (all UNT computer labs have it).
- POWERPOINT tutorial files (download them from the BCIS 2610 website).
- *POWERPOINT 2010* textbook.
- Storage medium (CD-RW, flash, network space, access to hard drive)

How to complete the POWERPOINT Assignments:

1. Download from the 2610 website the POWERPOINT data files, and save to a storage medium of your choice, as described in General Assignment Guidelines.
2. Complete Tutorial 1, 2 & 3 assignments. Be sure to put your name and ID on each presentation. Save your POWERPOINT assignments in a storage medium of your choice.

Description:

For this assignment you will need to complete the following tasks from your POWERPOINT 2010 textbook:

***** DO NOT SUBMIT ANY PRINTOUTS – SAVE ALL PRINTOUTS FOR YOUR RECORDS *****

• Tutorial 1 assignments:

- Complete all steps on pages 4 thru 54
submit Sales.pptx & Sales Updated.pptx & Business Plan.pptx
- Complete steps 1 thru 18 on page 58 for Case 2, "CARRIAGE PATH LIBRARY"
submit Library Outreach.pptx

• Tutorial 2 assignments:

- Complete all steps on pages 67 thru 104
Submit Alaskan Tours.pptx
- Complete steps 1 thru 16 on page 112 for Case 2, " BACKPACKERS OUTFITTERS"
submit BackpackersOutfitters.pptx

• Tutorial 3 assignments:

- Complete all steps on pages 124 thru 180
Submit Flower Sales.pptx & Flower.thmx
- Complete steps 1-19 on page 183 for Case 1, " JUST IN CASE"
- Add a footer with your name to all worksheets in your workbook.
submit Case Manufacturing.pptx & Just in Case.thmx

Electronic submission

1. Submit your assignments in the appropriate drop box in blackboard.
2. Be sure to name your file with your last name and first name included. For example: lastname_firstname_filename or doe_john_Business_Plan.pptx
3. Failure to name your file properly will result in the loss of points. **YOUR LAST NAME AND FIRSTNAME MUST BE PART OF THE FILE NAME.**
4. You must input your name in the footer of each file. Failure to input your name in the footer of each file will result in the loss of points.

STATEMENT OF UNDERSTANDING OF BCIS 2610 POLICIES AND PROCEDURES

You must complete the “Course Syllabus and BCIS 2610 Policies and Procedures” acceptance policy link in blackboard during the first week of class or you will be administratively dropped from the course with a grade of W.