

Business 105-70

Business Computer Systems

Welcome to SCI's introductory course in business computer systems. In this class you will learn how to use Microsoft Office 2003 and apply it to everyday business applications.

Pre-Class Assignment

Our first class meeting is at 6:00 p.m. **Monday January 9, 2006**. Before you come to class, please read the following chapters in our textbook, Microsoft Office 2003 Introductory Concepts and Techniques:

- "Introduction to Computers"- COM 1 Pages COM1-38
- "Introduction to Microsoft Windows XP and Microsoft Office 2003"- Pages WIN 4-81

BUS 105 -70

Business Computer Systems

New Horizons Program: 2006 Session A

Primary Instructor: Lisa Plumb

Office Hours: By appointment only

Contact Information: 525-1420 ext.265, email: lplumb@sci.edu

Meeting Time: Monday, 6-10pm

Meeting Location: L26 (Roesch Lab: Library Lower Level)

I. COURSE DESCRIPTION: This course is designed for students planning to major in business after transferring to a four-year college or university. Computer concepts, terminology, equipment, and applications are surveyed. Students are acquainted with the operation of business software packages. Correlated laboratory must be taken concurrently. 3 Credit Hours. Prerequisite: none, but keyboarding skill is strongly recommended.

II. REQUIRED TEXTBOOK: Microsoft Office 2003 Introductory Concepts and Techniques. Shelly Cashman Series. Thomson Learning (2004).

III. MISSION STATEMENT. The mission of Springfield College in Illinois is to provide students the best liberal arts education in the Ursuline tradition of a nurturing faith-based environment. We prepare students for a life of learning, leadership and service in a diverse world.

IV. GOALS, OBJECTIVES, AND OUTCOMES

A. Goals

- Students will understand the practice, theory and ethics of business computer systems.
- Students will understand the practice of how computer systems relate to business and personal life.
- Students will understand the principles of both operating and application software.

B. Objectives. The following Common Student Learning Objectives (CSLOs) adopted Dec. 9, 2004, are addressed:

- Content Knowledge (Lifelong Learning) CK-1. Know and apply the central concepts of the subject matter.
- Communication Skills (Lifelong Learning and Leadership) CS-1. Communicate effectively in oral and written forms.
- Problem Solving Skills (Lifelong Learning and Leadership) PS-2. Seek information and develop an in-depth knowledge base, grounded in research.

C. Course Based Student Learning Objectives. Upon completion of the course, students will demonstrate their mastery of the following learning outcomes, addressing the following CSLOs (in parentheses). Students will be able to:

- CBSLO-1. Define the term computer and discuss the four basic computer operations: input, processing, output, and storage (CK-1).
- CBSLO-2. Identify each application in Microsoft Office 2003 and demonstrate proficiency with each application in Microsoft Office 2003, as well as understand the fundamentals of Microsoft Office 2003 (CK-1, PS-2).
- CBSLO-3. Apply a working knowledge of the impact computers are creating in the business world (CK-1, CS-1).
- CBSLO-4. Understand the personal, social, and ethical issues of business computer applications (CS-1).
- CBSLO-5. Apply practical examples of the computer as a useful tool (CK-1, PS-2).
- CBSLO-6. Perform the proper procedures to create documents, workbooks, databases, and presentation suitable for coursework, professional purposes, and personal use (CS-1, CK-1, PS-2).
- CBSLO-7. To demonstrate an exercise oriented approach that allows students to learn by example (CS-1, CK-1, PS-2).

V. TEACHING METHODOLOGY: Lecture and demonstration, group discussion, weekly exercises and homework exercises, classroom assessments (CATs)

VI. COURSE REQUIREMENTS:

1. Attendance Policy. Attendance is mandatory. To avoid class disruption, students must be on time. If a student misses class, it is the student's responsibility to get class notes, assignments, etc., from classmates. Missed in-class work, by its very nature, cannot be made up. If you must be absent for good cause, the instructor will whenever possible try to give you an opportunity to do equivalent work. But on some assignments, the instructor simply will be unable to do so. Absences, in short, will hurt your grade.
2. All class sessions will require the textbook and use of a computer. Students are expected to spend lab time working on in-class projects. All in-class projects are to be turned in. The two-three chapters-a-week reading assignments are to be completed prior to attending class.
3. There will be homework assignments at the end of each chapter, as well as 1-2 page typed papers that will be due.
4. Two tests over material covered in the text, lab activities, and final presentation.
5. You will need **4 Formatted 3 ½ Floppy Disks** or another portable storage device (such as a jump drive) to store your projects on.

VII. MEANS OF EVALUATION

Papers will be typed and follow MLA guidelines. Any assignment turned in late will result in the deduction of one letter grade per week for every week past the due date. Grammar, typos, spelling and punctuation will be graded in every written assignment. Lab assignments will be graded according to assignment directions.

Attendance and Participation	40 points			
In Class Projects	55 points	Grading Scale	270 - 300	A
Exams	60 points		240 - 269	B
Homework	110 points		210 - 239	C
Presentation	<u>35 points</u>		180 - 209	D
	300 points		179 - below	E

Assessment: Goals, objectives, and learning outcomes that will be assessed in the class are stated in this syllabus. Instructor will use pre-tests, post-tests, background knowledge probes and/or other Classroom Assessment Techniques as deemed necessary in order to provide continuous improvement of instruction. Students are required to take part in all assessment measures.

SCI's grade scale is as follows: A=100-90. B=89-80. C=79-70. D=69-60. E=59-0

Plagiarism. Plagiarism is defined as follows: "The deliberate and knowing presentation of another person's original ideas or creative expressions as one's own. Generally, plagiarism is immoral but not illegal. If the expression's creator gives unrestricted permission for its use and the user claims the expression as original, the user commits plagiarism but does not violate copyright laws. If the original expression is copied without permission, the plagiarist may violate copyright laws, even if credit goes to the creator. And if the plagiarism results in material gain, it may be deemed a passing-off activity that violates the Lanham Act." Black's Law Dictionary, 8th ed. (2004), p. 1187. [The Lanham Act, 15 U.S.C., is the federal law regulating, and protecting, trademarks.] Also useful to establish guidelines for delineating plagiarism is Diana Hacker's definition: "Three different acts are considered plagiarism: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words." (A Writer's Reference, by Diana Hacker, Bedford St. Martin's Press, 2003, page 331.

V111. Course Outline and Calendar. The course outline is as follows:

01-09-06

WEEK 1:

Discussion Topic:

Information Technology Overview, Social Issues & Windows XP.

In Class Projects:

- Introduction to Microsoft Windows XP: (pages Win 9-67).

Homework: Due 01-16-06

- In the Lab #2 Windows Explorer: (page.Win 93) Answer questions 5, 16a,b,&c, 19, 10 points.

01-16-06

WEEK 2:

Discussion Topic:

Microsoft Word Part 1

In Class Projects:

- Project 1: Creating and Editing A Word Document (pages WD 4-59) Grand Prix Racing, 5 points.

- Project 2: Creating a Research Paper (pages WD 74-121) Biometrics, 5 points.

Homework: Due 01-23-06

- In the Lab #1 Creating an Announcement with Clip Art (pages WD 67-68) Reid Construction Company , 10 points.
- In the Lab #1 Preparing a Short Research Paper (pages WD 130-131), 10 points.
- Reading: Microsoft Word 2003 (pages WD 138-195).

01-23-06

WEEK 3: **Discussion Topic:**
Microsoft Word Part II

In Class Projects:

- Project 3: Using a Wizard to Create a Resume and Creating a Cover Letter with a Table (pages WD 138-191)- Benjamin Okamoto Resume & Cover Letter, 5 points.

Homework: Due 01-30-06

- Typed Paper – Compose a Personal Cover Letter, 10 points.
- Typed Paper – Compose a Personal Resume, 10 points.
- **Midterm**, 30 points.
- Reading: Microsoft Excel 2003 (pages EX 4-127).

01-30-06

WEEK 4: **MID-TERM EXAM**

Discussion Topic:
Microsoft Excel Part 1

In Class Projects:

- Project 1: Creating a Worksheet and Embedded Chart (pages EX 4-49). Print out the spreadsheet when done. – Extreme Blading, 5 points.
- Project 2: Formulas, Functions, Formatting, and Web Queries (pages EX 66-120)- Blue Chip Stock Club, 5 points.

Homework: Due 02-06-06

- In the Lab #1 Quarterly Sales Analysis Worksheet (pages EX 58-59), 10 points.
- Read Microsoft Excel 2003 (pages 146-208).

02-06-06

WEEK 5: **Discussion Topic:**
Microsoft Excel Part II

In Class Projects:

- Project 1: What if Analysis, Charting and Working with Large Worksheets Aquatics Wear (pages EX 146-208), 5 points.

Homework: Due 02-13-06

- In the Lab #1 Weekly Payroll Worksheet (pages EX 132-133), 10 points.
- Reading: Microsoft PowerPoint 2003 (pages PPT 4-128).
- Reading: Microsoft Outlook 2003 (pages OUT 3-58).

02-13-06

WEEK 6:

Discussion Topic:

Microsoft PowerPoint & Microsoft Outlook

In Class Projects:

- Project 1: Using a Design Template and Auto Layouts to Create a Presentation, Strategies for College Success (pages PPT 4-61), 5 points.
- Project 2: Using the Outline Tab and Clip Art to Create a Slide Show, Healthy Eating, Healthy Living (pages PPT 82-125), 5 points.
- Project 3: Email and Contact Management With Outlook, Marci Laver, (pages OUT 4-58), 5 points.

Homework: Due 02-20-06

- In the Lab #1 Proper Tire Care Presentation (pages PPT 69-71), 10 points.
- Apply Your Knowledge #1, Creating a Contact List (page OUT 61), 10 points.
- Reading: Microsoft Access 2003 (pages 4-106).

02-20-06

WEEK 7:

Discussion Topic:

Microsoft Access

In Class Projects:

- Project 1: Creating a Database Using Design and Datasheet Views, Ashton James College Database (pages AC 4-47), 5 points.
- Project 2: Querying a Database Using the Select Query Window, Querying the Ashton James College Database (pages AC 66-95) . Print out queries on pages 94 & 95, 5 points.

Homework: Due 02-27-06

- In the Lab #1 Creating the Birds 2U Database (pages AC 56-58), 10 points.
- In the Lab #1 Querying the Birds 2U Database (pages AC 109-110), 10 points. **Complete Steps 1-7 ONLY and print out each step.**

02-27-06

WEEK 8:

FINAL EXAM, 30 points

PRESENTATIONS, 35 points

IX. Americans with Disabilities Act. Please Note:

Springfield College in Illinois provides individuals with disabilities reasonable accommodations to participate in educational programs, activities and services. Students with disabilities requiring accommodations to participate in class activities or meet course requirements should contact the instructor as early as possible.

X. Assessment. Goals, objectives, and learning outcomes that will be assessed in the class are stated in this syllabus in Sections IV and VI. Instructor will use background knowledge probes, one-minute papers, reflective essays and/or other Classroom Assessment Techniques as deemed necessary in order to provide continuous improvement of instruction.

Students are required to take part in all assessment measures.

XI. Illinois Articulation Initiative. BUS 105-70: Business Computer Systems has been approved by the Illinois Articulation Initiative as meeting the criteria stipulated for iTransfer Course BUS 902. Designed primarily for students planning to major in a field of commerce, students are acquainted with and trained in the use of business computer packages, including word processing, database management, spreadsheets, presentation software, and Internet access methods.

