

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.

Session 2008A

Primary Instructor: Donna Bolinger

Contact Information: donna.bolinger@insightbb.com

Business 105-70

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. 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: Directed readings, weekly projects and exercises.

VI. COURSE REQUIREMENTS:

1. Class sessions will require the textbook and use of a computer with Internet access and utilization of Blackboard.
2. The student will be responsible for checking Blackboard for all announcements and updates.
3. **All assignments are to be submitted through Blackboard by 8pm CST on the due date. Late work will not be accepted.**
4. Two tests will cover material in the text, projects, and exams. These will be online tests and you may use your book to take the test. Each test will be posted on Blackboard 1 week prior to the due date and **must be completed by the due date.**

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.

Projects & Assignments	2/3 of grade	Grading Scale	90%-100%	A
Exams	1/3 of grade		80%-89%	B
			70%-79%	C
			60%-69%	D
			Below 59%	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.)

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

Read the following chapters in our textbook, Microsoft Office 2003 Introductory Concepts and Techniques and create the projects following the detailed step by step instructions. **All of the following projects and assignments are to be submitted using the assignment link and attaching the files by the date indicated on Blackboard.**

WEEK 1:

- ◆ Read: "Introduction to Computers"- COM 1 Pages COM1-38
- ◆ Read and follow instructions "Introduction to Microsoft Windows XP and Microsoft Office 2003"- Pages WIN 4-89
- ◆ **Do the following In the Lab:** #2 Windows Explorer: pp. Win 93-94 steps 1-20 and submit your answers for questions 5, 16a,b,&c, 19 to the instructor.

WEEK 2:

- ◆ **Read and Create:** Project 1: Creating and Editing A Word Document (pages WD 4-59)- Grand Prix Racing
- ◆ **Create** the In the Lab project: Creating an Announcement with Clip Art : (pages WD 67-68) Reid Construction
- ◆ **Read and create:** Project 2: Creating a Research Paper (Pages WD 74-121)- Biometrics
- ◆ **Type a 1-2 page paper** MLA style on the Impact that computers have made in **your** life.

WEEK 3: Read and create: 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

- ◆ **Create your own personal cover letter and resume** using the same tools as used in the above Project.

WEEK 4:

- ◆ **Read and create:** Project 1: Creating a Worksheet and Embedded Chart (Pages EX 4-49). Extreme Blading
- ◆ **Create** the In the Lab #1 Monthly Sales Analysis Worksheet (pages EX 58-59). Trevor's Global Golf Outlet
- ◆ **Read and create:** Project 2: Formulas, Functions, Formatting, and Web Queries (Pages EX 66-120)- Blue Chip Stock Club

◆ MID-TERM EXAM: Due

WEEK 5: Read and create: Project 3: What if Analysis, Charting and Working with Large Worksheets (Pages EX 146-208)- Aquatics Wear

- ◆ **Create** the In the Lab #1 Weekly Payroll Worksheet (pages EX. 132-133).

WEEK 6: Read and create: Project 1: Using a Design Template and Auto Layouts to Create a Presentation (Pages PPT 4-61)- Strategies for College Success

- ◆ **Read and create:** Project 2: Using the Outline Tab and Clip Art to Create a Slide Show (Pages PPT 82-125)- Healthy Eating, Healthy Living
- ◆ **Create** the In The Lab #1: Tire Maintenance (pages PPT 69-71)

WEEK 7:

- ◆ **Read and create:** Project 1: Creating a Database Using Design and Datasheet Views (Pages AC 4-47)- Ashton James College Database
- ◆ **Read and create:** Project 2: Querying a Database Using the Select Query Window (Pages AC 66-95) – Querying the Ashton James College Database. **Save each Query from pages AC 80 to AC 95 and name them according to the page they are on.**
- ◆ **Create** the In The Lab #1- Creating the Birds 2U Database (pages AC 56-58)
- ◆ **Create** the In the Lab #1- Querying the Birds 2U Database (pages AC 109-110). Save each query in steps 1-13 and name them according to the step they correspond to (ie: step 1, step 2, step 3, etc.)

WEEK 8: FINAL EXAM

IX. AMERICAN DISABILITIES ACT (ADA):

Springfield College in Illinois provides individuals with disabilities with 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 Director of the Resource Center as early as possible.

X. ILLINOIS ARTICULATION INITIATIVE: This course meets the criteria of the following section of the IAI: BUS 902: Computer Applications and Business Systems Concepts (3-4 semester credits): 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.