



ILLINOIS VALLEY COMMUNITY COLLEGE

COURSE OUTLINE

DIVISION: Workforce Development

COURSE: CSI-1002: Introduction to Business Computer Systems

Date: Fall 2024

Credit Hours: 3

Complete all that apply or mark "None" where appropriate:

Prerequisite(s): None

Enrollment by assessment or other measure? Yes No

If yes, please describe:

Corequisite(s): None

Pre- or Corequisite(s): None

Consent of Instructor: Yes No

Delivery Method: **Lecture** **2 Contact Hours** (1 contact = 1 credit hour)
 Seminar **0 Contact Hours** (1 contact = 1 credit hour)
 Lab **2 Contact Hours** (2-3 contact = 1 credit hour)
 Clinical **0 Contact Hours** (3 contact = 1 credit hour)

Offered: **Fall** **Spring** **Summer**

CATALOG DESCRIPTION and IAI NUMBER (if applicable):

A course for business majors planning to transfer to a four-year institution. Computer concepts; terminology; equipment; system analysis and design; management information systems; and applications are surveyed. Business application skills in the microcomputer areas of word processing, spreadsheets, database management, and presentation are emphasized. Use of e-mail and the internet are used throughout the course. **IAI Number BUS 902**

ACCREDITATION STATEMENTS AND COURSE NOTES:

None

COURSE TOPICS AND CONTENT REQUIREMENTS:

Computer Hardware
Operating System Software
Application Software
Networks
Email
Security and Privacy
File Management
Ethics
Microsoft Word
Microsoft Excel
Microsoft Access
Microsoft PowerPoint

INSTRUCTIONAL METHODS:

Lecture
Teacher Demonstrations
Hands on use of application software
Online coursework using recorded lectures

EVALUATION OF STUDENT ACHIEVEMENT:

Task Quizzes
Evaluation of application software assignments
Written Examinations
Software simulation examinations

INSTRUCTIONAL MATERIALS:**Textbooks**

1. Technology: At Your Service, Fourth Edition, De Arazoza, McGraw-Hill Education, [2023], ISBN 9781307888010.
2. Microsoft Office 365:In Practice, 2021 Edition, Nordel, McGraw-Hill Education, [2023], ISBN 9781266773150.

Resources

e-Textbook
Computer
Overhead Projection equipment
Computer Lab

LEARNING OUTCOMES AND GOALS:

Institutional Learning Outcomes

- 1) Communication – to communicate effectively.
- 2) Inquiry – to apply critical, logical, creative, aesthetic, or quantitative analytical reasoning to formulate a judgement or conclusion.
- 3) Social Consciousness – to understand what it means to be a socially conscious person, locally and globally.
- 4) Responsibility – to recognize how personal choices affect self and society.

EXPECTED LEARNING OUTCOMES AND RELATED COMPETENCIES:

[Outcomes related to course specific goals.]

Upon completion of the course, the student will be able to:

1. Identify the parts of a computer system and describe their function.
2. Identify the types of software on the market, define the purpose of the different software and how they apply to the business world.
3. Demonstrate basic skills in using an operating system.
4. Demonstrate basic skills in business software such as word processing, spreadsheet, database, and presentation programs.
5. Use the computer as a communication device and research instrument.
6. Be an informed consumer in the computer market place.
7. Demonstrate an understanding of file processing and data storage/retrieval.
8. Demonstrate a basic knowledge of a network.
9. Identify ethical uses of computers in a business and educational environment

Outcome 1 – Students will be able to identify the parts of a computer system and describe their function.

Competency 1.1 – Students will be able to define input, processing, output, and storage.

Competency 1.2 – Students will be able to identify the types of computer systems by size and capacity.

Competency 1.3 – Students will be able to describe the function of processors, RAM, input devices, output devices, and storage devices.

Competency 1.4 – Students will be able to describe the differences between the Macintosh and PC platforms.

Competency 1.5 – Students will be able to distinguish between operating and application software and describe their uses.

Competency 1.6 – Students will be able to distinguish between different user interfaces such as prompt, menu, command and GUI.

Outcome 2 – Students will be able to identify the types of software on the market, define the purpose of the different software and how they apply to the business world.

Competency 2.1 – Students will be able to describe the types and functions of system software.

Competency 2.2 – Students will be able to categorize application software into production, business, entertainment, reference and know they type of market (vertical/horizontal) that they fit into.

Competency 2.3 – Students will be able to describe the types of software licenses that are currently available in the computer industry.

Competency 2.4 – Students will be able to describe the types of copyrights that apply to different current software.

Competency 2.5 – Students will be able to define utility software.

Outcome 3 – Students will be able to demonstrate basic skills in using an operating system.

Competency 3.1 – Students will be able to copy files.

Competency 3.2 – Students will be able to create folders.

Competency 3.3 – Students will be able to rename files and folders.

Competency 3.4 – Students will be able to move files.

Competency 3.5 – Students will be able to delete files.

Outcome 4 – Students will be able to demonstrate basic skills in business software such as word processing, spreadsheets, databases, and presentation programs.

Competency 4.1 – Students will be able to create and store simple documents in Microsoft Word including the following features: insert, delete, move, and copy basic text; format documents with margins, alignment, tabs, bullets and numbering, apply attributes to text, spell check, store and revise documents; and print documents.

Competency 4.2 – Students will be able to create and store simple documents in Microsoft Excel including the following features: insert labels and values; create simple formulas; use basic functions; format information; store and revise basic worksheets; display information in chart format; and print worksheets and charts.

Competency 4.3 – Students will be able to create and store simple databases in Microsoft Access including the following features: create a table with field names, field types, and basic properties; display datasheet information in form format; revise and update database information; query the database with simple and complex queries; create simple reports using the datasheet information; and store and print tables, datasheets, forms, and query results.

Competency 4.4 – Students will be able to create and present a simple presentation with Microsoft PowerPoint including the following features: create a variety of slides in PowerPoint; insert graphics, sound, and design templates; build text and animate slides; store and revise the presentation; and use computer projection equipment to make PowerPoint presentations.

Outcome 5 – Students will be able to use the computer as a communication device and research instrument.

Competency 5.1 – Students will be able to use e-mail and course management software.

Competency 5.2 – Students will be able to use e-mail and/or course management software for all class assignments, review sheets, and relevant course information.

Competency 5.3 – Students will be able to use the internet to research topics assigned by the instructor and access class materials.

Outcome 6 – Students will be informed consumers in the computer market place.

Competency 6.1 – Students will demonstrate an understanding of the specifications for computers in the local newspapers, catalogs, and in store sales presentations

Competency 6.2 – Students will be able to compare the specifications of different computers.

Competency 6.3 – Students will be able to make an intelligent purchasing decision for a microcomputer.

Outcome 7 – Students will be able to demonstrate an understanding of file processing and data storage/retrieval.

Competency 7.1 – Students will be able to distinguish the difference between data and information.

Competency 7.2 – Students will be able to define a file, batch file, executable file, and source file.

Competency 7.3 – Students will be able to demonstrate the use of documentcentricity.

Competency 7.4 – Students will be able to demonstrate the use of file names and extensions.

Competency 7.5 – Students will be able to define and give examples of logical file storage, root directories and folders, subdirectories and subfolders.

Competency 7.6 – Students will be able to define and give examples of physical file storage including format, tracks, sectors, cylinders, FAT, and clusters.

Competency 7.7 – Students will be able to identify storage devices and their differences including the following: hard disk; CD-ROM; USB storage; flash storage.

Competency 7.8 – Students will be to describe the differences in disk capacities.

Outcome 8 – Students will demonstrate a basic knowledge of networks.

Competency 8.1 – Students will be able to describe the difference between a LAN and a WAN.

Competency 8.2 – Students will be able to describe the World Wide Web and describe its function in the business world.

Competency 8.3 – Students will be able to describe the advantages and disadvantages of a network.

Competency 8.4 – Students will be able to identify the hardware and software components necessary for a network.

Competency 8.5 – Students will be able to describe the connection between a LAN and the internet.

Competency 8.6 – Students will be able to describe the activities and business functions available on the internet.

Outcome 9 – Students will be able to identify ethical uses of computers in a business and educational environment.

Competency 9.1 – Students will define computer ethics.

Competency 9.2 – Students will seek out examples of ethical and unethical behavior.