

Introduction to Business Computers

CSI-1002-100

Fall 2020
Online Offering
August 14 – December 9, 2020

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COURSE DESCRIPTION:

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 spreadsheet, database, word processing, and presentation are emphasized. Use of e-mail and the internet are used throughout the course.

EXPECTED LEARNING OUTCOMES:

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 marketplace.
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

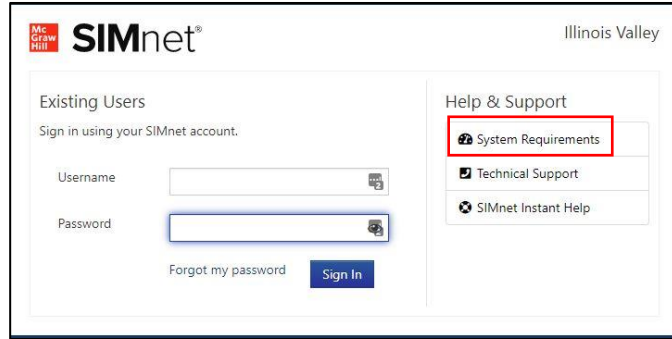
PREREQUISITE: None

REQUIRED TEXTBOOK:

The course uses an e-book and you will be using McGraw-Hill's Inclusive Access to access class materials via SIMnet. You will be entering the course via Blackboard, and then logging into SIMnet from there.

SIMNET REQUIREMENTS:

Complete the System Requirements Test below to verify that your browser is compatible with SIMnet. If you use a different computer, please complete this step on that computer.



SYSTEM REQUIREMENTS TEST <https://mheducation.SIMnetonline.com/sp/#requirements>


RECOMMENDED BROWSERS: Firefox v60+, Chrome v72+, Safari 11+.

McGraw Hill recommends Google Chrome or Firefox as the most user-friendly browsers. Instructions are below:

IF YOUR SYSTEM IS NOT FUNCTIONING PROPERLY MAKE SURE TO COMPLETE THE FOLLOWING STEPS:

If you are running into problems with the SIMbook activities, this is most likely a browser issue and can be fixed by clearing the cache. Clearing the cache should fix the problems with the Show Me. Guide Me. Let Me try activities.

Clear the Cache in Google Chrome

1. Open Chrome.
2. At the top right, click Menu .
3. Click **More tools** > **Clear browsing data**.
4. In the box that appears, at the top, choose a period, such **past hour** or **past day**. To delete everything, select **beginning of time**.
5. Select the types of information you want to remove.
6. Click **Clear browsing data**.

Clear the Cache in Firefox

1. Open Mozilla Firefox.
2. Click the Menu button (aka the "hamburger button" - the one with three horizontal lines) and then choose **Options**.
3. With the *Options* window now open, click the **Privacy** tab on the left.
4. In the *History* area, click the **clear your recent history** link.
5. In the *Clear Recent History* window that appears, set the *Time range to clear*: to **Everything**.
6. In the list at the bottom of the window, *uncheck* everything except for **Cache**

SIMNET TECH SUPPORT

Please call the SIMnet support line if you are experiencing a problem with SIMnet. The support line has the resources and experience to help students with whatever issue they are dealing with. On the rare occasion the support line can't help, having the case number will help you solve the issue.

PHONE: 800-331-5094 (US ONLY).

Sun: 12pm – 2am,	Mon-Thurs: 8am – 4am,	Fri: 8am - 9pm,	Sat: 10am - 8pm (All times Eastern)
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ONLINE: <http://mpss.mhhe.com/contact.php>

Complete the “Your Information” and “Product Information” forms, then click the ‘Submit Question’ button. This will create a case number which will help me with your situation. The form requires the correct course information which is listed below.



The screenshot shows the 'Product Information' section of a web form. It includes the following fields and options:

- Product Name***: A dropdown menu with 'SimNet Online' selected.
- Website Address***: A text box containing 'https://ivcc.simnetonline.com'.
- Browser Version***: A text box.
- Which flash version are you using?***: A text box.
- Reason***: A dropdown menu with 'Select' chosen.
- Add Attachment**: A button labeled 'Choose File' and the text 'No file chosen'.
- From where?**: A link.
- How To Locate Your Computer's Browser and Flash Player Version**: A link.
- File Size and Type requirements**: A link.
- Submit Question**: A button at the bottom right.

ADDITIONAL MATERIALS AND EQUIPMENT

Students will need Microsoft Office 365/2019 or have access to a computer with Microsoft Office 365/2019 Professional (Word, Excel, Access, and PowerPoint), web and IVCC Student email access. Illinois Valley Community College offers Office 365 ProPlus free to IVCC students enrolled in a college credit course. Students receive access to fully installed Office applications: Word, Excel, Access, PowerPoint, Outlook, OneNote, OneDrive, and others when installed on the Windows Operating System. **The MAC VERSION DOES NOT INCLUDE ACCESS.** After logging into your Office 365 Outlook account, click on the app launcher in the upper left corner, select Office 365, then select install Office 365. You can also just use this [link](#). **Students will need to use the desktop version to complete the Projects assignments in SIMnet due to the limited functionality of the web and app versions.** Need assistance? Contact the [Student Help Desk](#), 815.224.0441 or shd@ivcc.edu. You can also use this [link](#) if you need help with your IVCC Student email. You cannot use other versions of the software such as 2007, 2010, or 2013, as they do not contain all the necessary features. During the duration of the course it is strongly recommended that each student keep a copy of all their work. Students can save their work in SIMnet while working on projects. This content can be accessed on any computer the student logs into the SIMnet course with.

OFFICE HOURS:

Understand, access to the college is only partially open during the pandemic. If a student needs to go to the campus, they will need to understand students will be required to wear a mask and submit to temperature check. As a part-time adjunct faculty member, I do not have an office on campus. If you wish to meet with me regarding class issues, please contact me via email at Chris_Jauch@ivcc.edu, and we can arrange for meeting via Zoom. I also use a Twitter account to communicate with students regarding classroom topics. You may reach me @ProfJauchIVCC. All this information is located on my faculty website www.ivcc.edu/jauch. You may also access my faculty webpage by going to the IVCC main website and under the IVCC Students section, click on Faculty Web Pages, then find my name under Business Technology.

ASSIGNMENTS:

Weekly: You will have weekly reading and quizzes in the readings. These readings and quizzes are computer graded. Once you get into the Office programs, there will also be projects to be completed using each of the software components. These projects are auto graded by SIMnet.

There may also be additional assignments in Blackboard as needed. One of the first ones is going to be answering information about your home computer, so I can understand what capabilities you have at home, and whether or not you are going to need to use any on-campus computer resources during the course.

Quizzes and Examinations: Quizzes for each of the chapters in the text will be taken in SIMnet. These quizzes are a learning tool and may be taken more than once to enhance the learning. Section examinations for the individual sections of the course, Computer Concepts & Windows 10, Word, Excel, and Access will also be found in SIMnet. PowerPoint will be included in the final examination. The course will end with a comprehensive final examination covering all the sections in one exam.

Homework Projects: Homework projects are completed by using the software component being studied at the time and are completed using Microsoft Office 365/2019. Students will access these projects in SIMnet, downloading the required files and instructions, then uploading the files to SIMnet to be computer graded.

METHOD OF EVALUATION:

1. Readings & Quizzes
2. Homework Projects
3. Examinations

GRADING:

The grading scale is the standard letter grade scale. The course grade is calculated on a scale of 100%. Grades are weighted and are based on the scale in the following chart:

Content	Weighted Percentage
Chapter Readings	5%
Homework Projects	10%
Examinations 1-5	65%
Final Examination	20%
Course Total	100%

Final letter grades will equate to the following scale:

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	Below 60%

DISABILITY STATEMENT:

This course is designed to support diversity of learners. My hope is to create a safe environment for all students. If you want to discuss your learning experience, please talk to me as early in the term as possible. If you are a student with a documented cognitive (learning disability), physical or psychiatric disability (anxiety, depression, bipolar disorder, AD/HD, post-traumatic stress, and others) you *may* be eligible for academic support services such as extended test time, tests in audio format, note taking services, etc. If you are interested in learning if you can receive these academic support services, please contact the Disability Services Office in C-211. Tina Hardy, tina_hardy@ivcc.edu, 224-0284 can help determine if you are eligible for support.

CLASSROOM RULES:

Attendance – Since this is an online offering, there is no classroom requirement.

Academic Dishonesty – It is the responsibility of each student to respect the academic integrity of each class by doing their own work and refusing to assist others in deception. Cheating, copying, fabrication and plagiarism are forms of academic dishonesty. The facilitating of academic dishonesty is also a violation. Students that are caught in any of the above listed violations will be dealt with. First violation will result in a warning, and a reduction of one letter grade on the assignment. A second violation will result in a zero on the assignment. A subsequent violation will result in an automatic withdrawal from the class and failure. These violations will also be reported to the Dean of Workforce Development Division. Further information can be found in the Student Code of Conduct located in the Student Planner.

IMPORTANT: When grading Project Practices and Project Exams that have been uploaded, the SIMnet software can determine if files are shared or information is copy and pasted across documents belonging to different students. If you share files or copy and paste information inappropriately, the system will indicate an issue in my instructor account, and you will be notified. ALL instances of inappropriate file or information sharing will be viewed as Academic Dishonesty and result in appropriate penalties according to College Policy. Students need to understand that the use of the SIMnet software results in all work being identified by the student that has downloaded materials or uploaded the assignment. In other words, when you download your homework files for completion, they are identified by the login used to access the files. The files are identified by the software, and if another student attempts to use the same downloaded files, it will result in an academic violation being flagged by SIMnet. There is no way to identify if the student completed the file on their own, so it is assumed that you did not. **DO NOT** use other student's downloads. The use of another student's file will be identified the same as you turning in someone else's work, an academic integrity violation.

Withdrawals – Students can initiate a withdrawal from classes. By completing the form in the Records Office or through the electronic form located within WebAdvisor, the student is authorizing IVCC to remove him/her from the course. Entering the student ID number serves as the student's electronic signature. IVCC has the right to rescind a withdrawal in cases of academic dishonesty or at the instructor's discretion. They can access it through "**My Class Schedule**" and through the "**Register and Drop**" page on the Student Menu. Admissions & Records office will send a confirmation email to the **student's IVCC email address** and to the **faculty member once the withdrawal is processed if it is received electronically.**

Students should be aware of the impact of a withdrawal on full-time status for insurance purposes and for financial aid. It is highly recommended that students meet with their instructor or with a counselor before withdrawing from a class to discuss if a withdrawal is the best course of action for that student. The instructor still reserves the right to voluntarily withdraw students in accordance to the above listed attendance policy. More detailed information is available at www.ivcc.edu/admissions and selecting the menu item for Withdrawals on the left side of the page. The last date to withdraw from class is **Tuesday, November 3, 2020.**

Please note: All students will be responsible for checking their IVCC Student email. All electronic college correspondence will only be sent to the IVCC email. **This is the only address the college or you instructors will use.** For information on accessing this account click on the Student Email link on the IVCC homepage. There are instructions contained there, or go to the Learning Commons, D-201.

IMPORTANT INFORMATION ABOUT AN ONLINE CLASS:

The online version of this course is the same as the face to face version, with the exception of you participating in class lectures. You will be doing the same readings, homework assignments, and examinations. The key thing to understand is that **this is not a self-paced course**. You will be responsible for meeting due dates. Failure to meet the due dates will result in a zero, or reduced grade as outlined in the calendar portion of this syllabus. **Do not** wait until the last minute to turn in work.

The readings are to be completed by the specified date. You will earn points for completing the readings and small tasks involved in the readings titled Let Me Try. The readings also contain additional information and will also provide you with tips on how to complete the tasks. The tasks can be completed more than once to maximize your points. The gradebook will automatically record your highest grade. The scores to the readings will freeze after the due date. You will be able to read the material, but not get a grade for the tasks after the due date. These readings and tasks do not require the Microsoft Office software.

The homework requires you to be using the Microsoft Office products. You will need to either have the software installed on your computer or be using a computer that uses the software. The Learning Commons has lab computers at the college with Microsoft 365/2019. This includes the lab computers at the Ottawa Center. If you live closer to the Ottawa Center, then use this as a resource. **As mentioned earlier, you cannot use Access on an Apple computer, unless you loaded Office in a Windows partition. Otherwise, you will need to use a Windows computer.** You will download the homework package, including instructions, data files, and other materials as required for the project. Once you have completed the project you will upload the project to the website, and it will be graded. The computer grades these homework projects. This means there can be errors, however we have seen few errors with the product. You will get immediate feedback with your grade and can see what you did incorrectly. You will have a chance to correct your errors if you wish and improve your grade. You will be able to complete and turn-in your homework a total of three times. The gradebook will record your highest grade. After the due date, you will be able to do the project and turn it in, however your grade will be reduced.

Examinations will be taken on the computer. They will not require the Microsoft Office products. The examinations will contain simulations that will be loaded on your computer and you will do the work from there. The examinations will have a time limit, and they can only be taken once. The gradebook will record your score. You will be taking a total of 6 examinations. One each for Concepts, Word, Excel, Access, PowerPoint, and the final examination. The final examination is a comprehensive examination covering all the topics covered in the course.

The next page contains the calendar schedule to be followed for the successful completion and submission of work.

COURSE OUTLINE/ASSIGNMENTS CALENDAR:

The following is a tentative course outline and calendar. You are expected to read ahead in the text to be able to successfully prepare for quizzes and examinations. **Make note of all quiz, exam, and homework due dates.**

Course Calendar – This course calendar is a snapshot view of the semester. It is subject to change, however, consider this your regular assignment base unless instructed otherwise.

Due Dates	Material Covered	Assignments
August 14-18	Introduction-Syllabus/IVCC Blackboard access/McGraw-Hill SIMnet registration/testing personal computers for course requirements, Understanding of SIMbooks, homework projects, downloads, and SIMnet examinations	Log into Blackboard. Register for SIMnet. Log into IVCC Student email. Examine the use of SIMnet, begin reading Concepts lessons.
August 19	Introduction to Computers	Read assignments and complete the Let Me Try sections by 11:59pm.
August 21	Mobile Computing	Read assignments and complete the Let Me Try sections by 11:59pm.
August 24	Hardware	Read assignments and complete the Let Me Try sections by 11:59pm.
August 26	Input and Output	Read assignments and complete the Let Me Try sections by 11:59pm.
August 28	System Software	Read assignments and complete the Let Me Try sections by 11:59pm.
August 31	Application Software	Read assignments and complete the Let Me Try sections by 11:59pm.
September 2	The Internet	Read assignments and complete the Let Me Try sections by 11:59pm.
September 4	Networking	Read assignments and complete the Let Me Try sections by 11:59pm.
September 7	Labor Day	College Closed
September 8	Security	Read assignments and complete the Let Me Try sections by 11:59pm.
September 9	Legal and Ethical	Read assignments and complete the Let Me Try sections by 11:59pm.
September 11	Intro Chapter: Windows 10, Office 365/2019, and File Management	Read assignments and complete the Let Me Try sections by 11:59pm.
September 14	Concepts Examination	Complete the Section examination in SIMnet by 11:59pm. Late submission of the exam will result in an automatic 10% reduction in your exam grade.

Due Dates	Material Covered	Assignments
September 16	Word Chapter 1	Read chapter text and complete the Let Me Try interactive quizzes by 11:59pm. Failure to complete the quizzes before the due date will result in no points.
September 19	Word Chapter 1 Homework Project	Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.
September 21	Word Chapter 2	Read chapter text and complete the Let Me Try interactive quizzes by 11:59pm. Failure to complete the quizzes before the due date will result in no points.
September 23	Word Chapter 3	Read chapter text and complete the Let Me Try interactive quizzes by 11:59pm. Failure to complete the quizzes before the due date will result in no points.
September 24	Word Chapter 2 Homework Project	Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.
September 26	Word Chapter 3 Homework Project	Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.
September 28	Word Chapter 4	Read chapter text and complete the Let Me Try interactive quizzes by 11:59pm. Failure to complete the quizzes before the due date will result in no points.
October 1	Word Chapter 4 Homework Project	Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.
October 4	Word Section Examination	Complete the Section examination in SIMnet by 11:59pm. Late submission of the exam will result in an automatic 10% reduction in your exam grade.
October 5	Excel Chapter 1	Read chapter text and complete the Let Me Try interactive quizzes by 11:59pm. Failure to complete the quizzes before the due date will result in no points.
October 7	Excel Chapter 2	Read chapter text and complete the Let Me Try interactive quizzes by 11:59pm. Failure to complete the quizzes before the due date will result in no points.
October 8	Excel Chapter 1 Homework Project	Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.
October 10	Excel Chapter 2 Homework Project	Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.

Due Dates	Material Covered	Assignments
October 12	Excel Chapter 3	Read chapter text and complete the Let Me Try interactive quizzes by 11:59pm. Failure to complete the quizzes before the due date will result in no points.
October 14	Excel Chapter 4	Read chapter text and complete the Let Me Try interactive quizzes by 11:59pm. Failure to complete the quizzes before the due date will result in no points.
October 15	Excel Chapter 3 Homework Project	Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.
October 17	Excel Chapter 4 Homework Project	Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.
October 20	Excel Section Examination	Complete the Section examination in SIMnet by 11:59pm. Late submission of the exam will result in an automatic 10% reduction in your exam grade.
October 21	Access Chapter 1	Read chapter text and complete the Let Me Try interactive quizzes by 11:59pm. Failure to complete the quizzes before the due date will result in no points.
October 28	Access Chapter 1 Homework Project	Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.
November 3	Access Chapter 2	Read chapter text and complete the Let Me Try interactive quizzes by 11:59pm. Failure to complete the quizzes before the due date will result in no points.
November 3	Final Withdrawal Date	Last Date to withdraw from classes.
November 6	Access Chapter 2 Homework Project	Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.
November 9	Access Chapter 3	Read chapter text and complete the Let Me Try interactive quizzes by 11:59pm. Failure to complete the quizzes before the due date will result in no points.
November 11	Veteran's Day	College Closed
November 12	Access Chapter 3 Homework Project	Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.
November 13	Access Chapter 4	Read chapter text and complete the Let Me Try interactive quizzes by 11:59pm. Failure to complete the quizzes before the due date will result in no points.

Due Dates	Material Covered	Assignments
November 16	Access Chapter 4 Homework Project	Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.
November 19	Access Section Examination	Complete the Section examination in SIMnet by 11:59pm. Late submission of the exam will result in an automatic 10% reduction in your exam grade.
November 21	PowerPoint Chapter 1	Read chapter text and complete the Let Me Try interactive quizzes by 11:59pm. Failure to complete the quizzes before the due date will result in no points.
November 24	PowerPoint Chapter 1 Homework Project	Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.
November 25-28	Thanksgiving Break	College Closed
November 30	PowerPoint Chapter 2	Read chapter text and complete the Let Me Try interactive quizzes by 11:59pm. Failure to complete the quizzes before the due date will result in no points.
December 2	PowerPoint Chapter 3	Read chapter text and complete the Let Me Try interactive quizzes by 11:59pm. Failure to complete the quizzes before the due date will result in no points.
December 3	PowerPoint Chapter 2 Homework Project	Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.
December 5	PowerPoint Chapter 3 Homework Project	Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.
December 8	Last date for late submission of projects or exams	You may turn in late work by 11:59pm on this date. There will be a 10% grade penalty for late work. I will not accept any late work after this date. I do not do extra credit, so don't ask.
December 9	Final Examination – Comprehensive	This is a comprehensive examination and will cover all the materials that we studied over the length of the course. The final examination must be completed by 11:59pm. NO LATE SUBMISSIONS OF THE FINAL EXAMINATION WILL BE ACCEPTED.