

Introduction to Business Computers

CSI-1002-100



Fall 2024

Online Offering

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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. Cost is part of your tuition payment. You will be entering the course via Brightspace, and then logging into the SIMnet course 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://ivcc.simnetonline.com/sp/requirements>


RECOMMENDED BROWSERS: Firefox v111+, Edge 111+, Chrome v106+, Safari 15+.

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 **Clear browsing data**.
4. In the box that appears, at the top, choose a Basic tab, then a Time Range, such **Last hour** or **Last 24 hours, Last 7 days, Last 4 weeks**. To delete everything, select **All time**
5. Select the types of information you want to remove.
6. Click **Clear data**.

Clear the Cache in Firefox

1. Open Mozilla Firefox.
2. Click the Menu button  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

If you experience a problem that is not something that I can resolve, I will recommend that you contact SIMnet support. There are several ways to contact them. Use this [link](#), then use the information under the Get Tech Support column. Try the web access first, and if necessary, use the Online link and fill out the form. Complete the “Your Information” and “Product Information” forms, then click the ‘Next’ button. This will create a case number and McGraw-Hill will contact you. You can also use the Chat or telephone, make sure that you look at the times available. Eastern Standard Time (EST) is one hour ahead of us here. 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.

ADDITIONAL MATERIALS AND EQUIPMENT

Students will need Microsoft Office 365 or have access to a computer with Microsoft Office 365 (Word, Excel, Access, and PowerPoint), internet, and IVCC Eagle email access. Illinois Valley Community College offers Office 365 download 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. Students must use a computer with the Windows Operating system installed. **Students will need to use the desktop version to complete the Projects assignments due to the limited functionality of the web and app versions.** Need assistance? Contact the [Student Help Desk](#), 815.224.0318 or shd@ivcc.edu. You can use this [link](#) if you need help with your IVCC Student email, and go to the section titled **‘To Install the Office 365 Apps on**

Your Own Device'. From there, you can click on the link to get instructions from Microsoft, **Download and Install Office 365**. You cannot use other versions of the software such as 2007, 2010, or 2013, as they do not contain all the necessary features.

OFFICE HOURS:

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 or a personal meeting on campus. This can be either the main campus or the Ottawa Center. 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.

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 Brightspace as needed. One of the first ones is going to be creating an Introduction post in the Discussion board, providing information about your home computer, so I can understand what capabilities you have at home, and whether you are going to need to use any on-campus computer resources during the course. The college also has a limited number of laptop computers available to loan to students, either short-term, or for a complete semester. You will need to contact them quickly as they go fast. See this [link](#) to the Jacobs Library page and click on the [Technology & Equipment Loan Program](#).

Quizzes and Examinations: Quizzes for each of the chapters in the text will be taken in SIMnet via Brightspace. 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, Technology & Windows 11, Word, Excel, and Access will also be found in Brightspace. PowerPoint will not have an individual exam but 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. Students will access these projects in Brightspace, downloading the required files and instructions, then uploading the files to SIMnet to be computer graded. You will have the opportunity to submit your homework assignments **5 times**. After each grading you will be able to make identified corrections and resubmit. SIMnet will keep your highest grade.

Late Submissions: I accept late submissions of work throughout the semester. If you do the SIMbook readings late, they do not incur a late penalty. However, late submissions of homework projects or section examinations will incur a 10% grade penalty. I do not accept late submission of the final examination. The last date for submission of late work is the day before the final exam is due. I do not provide any extra credit assignments for this course.

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	20%
Homework Projects	25%
Examinations 1-4	40%
Final Examination	15%
Course Total	100%

Final letter grades will equate to the following scale:

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

DISABILITY STATEMENT:

This course is designed to support diversity of learners. My hope is to create an inclusive and accessible 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 know you have, or suspect you have, ADHD, a learning disability, Autism Spectrum Disorder, mobility impairment, chronic medical condition, sensory deficit like low vision/blindness or hearing loss/deafness, or psychiatric disability (anxiety, depression, bipolar disorder, post-traumatic stress, and others) that limits your ability to fully access and/or participate in this course, please contact the Center for Accessibility and Neurodiversity in C-211. Tina Hardy tina_hardy@ivcc.edu (224-0284) can help determine what type of services and supports are offered.

CLASS RULES:

ATTENDANCE – Since this is an online offering, there is no classroom requirement. Attendance for financial aid purposes will be determined based on your completion of required coursework. This has been mandated because of Federal Financial Aid requirements, Active Pursuit Standard. “Active pursuit” is defined in this course as the completion of a minimum number of assignments during the first half of the semester. If you have missed two (2) assignments in a row, I will be contacting you to see if there is a problem. If you have missed three (3) assignments in a row and I have not been contacted, I will attempt to contact you. If you have not responded, it can result in an administrative withdrawal from the course. If you do not complete the minimum number of assignments by the date of the midterm, the instructor

will administratively withdraw you from the course The first set of attendance reporting is the 10-day report. That is reported after the last refund date. You must have completed any work assigned from the beginning of class to that point. Failure to complete classwork will result in an administrative withdrawal. If you meet the 10-day, the next attendance reporting will be done at Midterm and will determine if you remain in the class. You must have completed at least 75% of the coursework during that period.

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 Homework Projects and SIMnet 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 IVCC Self-Service, 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.

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 involuntarily withdraw students in accordance with 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 **Monday, November 4, 2024**.

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 E-Mail help link [here](#).

There are instructions contained there, or you can contact the Student Help Desk [here](#), or if you are on campus, go to the **IVCC Academic Support Center, A-201**. I will only use your IVCC Student email to contact you. You may contact me via Student email, leave a message in the Brightspace Discussion Board, or you can use my Twitter account for short messages. That link is on the first page of this syllabus.

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 Late Submissions paragraph in the Assignments portion of this syllabus. **Do not** wait until the last minute to turn in work. As a 3-credit hour course, you will be expected to perform 135 hours of coursework to get the required class time. You divide that by the 16-weeks for the semester, and you should be performing 8.44 hours/week. That is why there is so much content to cover every week. So, make sure you are prepared to put in the 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. 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 **IVCC Academic Support Center, A-201** has lab computers at the college with Microsoft 365/2021. 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. You will need to use a Windows computer.** You will download the homework package, including instructions, the Start file, and other materials as required, identified as **Resources**, 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 **five 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 (See the Late Submissions Section).

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, they are open book, and they can only be taken once. The gradebook will record your score. You will be taking a total of 5 examinations. One each for Technology, Word, Excel, Access, and the final examination. The final examination is a comprehensive examination covering all the topics covered in the course.

COURSE OUTLINE/ASSIGNMENTS CALENDAR:

The course outline is contained in the Weekly Course Content section of the Brightspace course. This is a DRAFT of the assignments you will have. Use the weekly folders and the dates in your SIMnet Assignments page to manage your weekly requirements for the course. These are subject to change.

Due Dates	Material Covered	Assignments
<p>Getting Started August 15-17, 2024</p>	<ul style="list-style-type: none"> • Introduction • Access Student Email account • Log into Brightspace • Sign into SIMnet • Watch video on performing System Requirements Test • Perform Systems Requirement Test • Download Office 365/2021 through IVCC Student email account. • Read Syllabus • Locate and complete Discussion Board Introduction Topic • Technology Chapter 1 	<ul style="list-style-type: none"> • Brightspace Login • Go to the Weekly Course Content tab, then open the Getting Started: Read Me First folder for initial tasks to perform to start the course. • Watch Course Introduction video. • Watch Registration video. • Complete SIMnet registration • Watch system requirements video • Complete System Requirements test on personal computer. • Read and review the course syllabus. • Download Office 365 if you do not have it on your computer. Use the link in the Get Started: Read Me First folder in Weekly Course Content link in Brightspace. • Post in the Student’s Introduction Discussion Forum.
<p>Week 1 August 18-24, 2024</p>	<ul style="list-style-type: none"> • Technology Chapters 2-5 	<ul style="list-style-type: none"> • Read Chapters • Complete the Let Me Try • View PowerPoint slides in Resources folder
<p>Week 2 August 25-31, 2024</p>	<ul style="list-style-type: none"> • Technology Chapter 6 • Intro Chapter, Windows 11, Office 365, File Management • Technology Section Examination 	<ul style="list-style-type: none"> • Read Technology Chapter • Complete Let Me Try • Read Intro Chapter • Complete Let Me Try • Watch resource video about Technology section examination

		<ul style="list-style-type: none"> • Complete Technology Examination
<p>Week 3 September 1-7, 2024</p>	<ul style="list-style-type: none"> • Word Chapters 1-2 	<ul style="list-style-type: none"> • Read Word chapters 1 & 2 • Complete Let Me Try • Optional view the Show Me and Guide Me links. • Watch resource video about the Word Homework project • Complete the Word Chapter 1 & 2 Homework Projects
<p>Week 4 September 8-14, 2024</p>	<ul style="list-style-type: none"> • Word Chapters 3-4 	<ul style="list-style-type: none"> • Read Word chapters 3 & 4 • Complete Let Me Try • Optional view the Show Me and Guide Me links • Complete the Word Chapter 3 & 4 Homework Projects
<p>Week 5 September 15-21, 2024</p>	<ul style="list-style-type: none"> • Word Capstone • Word Section Examination 	<ul style="list-style-type: none"> • Complete the Word Capstone Project. A score of 90% or better will earn you a credential with SIMnet. • Watch the resource video about the Word section examination • Complete the Word Section Examination.
<p>Week 6 September 22-28, 2024</p>	<ul style="list-style-type: none"> • Excel Chapters 1-2 	<ul style="list-style-type: none"> • Read Excel Chapters 1 & 2 • Complete Let Me Try • Complete the Excel chapter 1 & 2 Homework projects
<p>Week 7 September 29-October 5</p>	<ul style="list-style-type: none"> • Excel Chapters 3-4 	<ul style="list-style-type: none"> • Read Excel Chapters 3 & 4 • Complete Let Me Try • Complete the Excel Chapter 3 & 4 Homework projects
<p>Week 8 October 6-12, 2024</p>	<ul style="list-style-type: none"> • Excel Capstone • Excel Section Examination 	<ul style="list-style-type: none"> • Complete the Excel Capstone project. A score of 90% or better will earn you a credential with SIMnet.
<p>Week 9 October 13-19, 2024</p>	<ul style="list-style-type: none"> • Access Chapter 1 	<ul style="list-style-type: none"> • Read Access Chapter 1-You can do the chapter reading and Let Me Try on the Mac, but that is all. • Complete Let Me Try • Complete the Access Chapter 1 Homework project

		<ul style="list-style-type: none"> • YOU CANNOT DO THE ACCESS HOMEWORK ON A MAC. IT CANNOT BE DOWNLOADED OR INSTALLED. YOU NEED A WINDOWS COMPUTER.
<p>Week 10 October 20-26, 2024</p>	<ul style="list-style-type: none"> • Access Chapter 2 	<ul style="list-style-type: none"> • Read Access Chapter 2-You can do the chapter reading and Let Me Try on the Mac, but that is all. • Complete Let Me Try • Complete the Access Chapter 2 Homework project • YOU CANNOT DO THE ACCESS HOMEWORK ON A MAC. IT CANNOT BE DOWNLOADED OR INSTALLED. YOU NEED A WINDOWS COMPUTER.
<p>Week 11 October 27-November 2, 2024</p>	<ul style="list-style-type: none"> • Access Chapter 3 	<ul style="list-style-type: none"> • Read Access Chapter 3-You can do the chapter reading and Let Me Try on the Mac, but that is all. • Complete Let Me Try • Complete the Access Chapter 3 Homework project • YOU CANNOT DO THE ACCESS HOMEWORK ON A MAC. IT CANNOT BE DOWNLOADED OR INSTALLED. YOU NEED A WINDOWS COMPUTER.
<p>Week 12 November 3-9, 2024</p>	<ul style="list-style-type: none"> • Access Chapter 4 	<ul style="list-style-type: none"> • Read Access Chapter 4-You can do the chapter reading and Let Me Try on the Mac, but that is all. • Complete Let Me Try • Complete the Access Chapter 4 Homework project • YOU CANNOT DO THE ACCESS HOMEWORK ON A MAC. IT CANNOT BE DOWNLOADED OR

		<i>INSTALLED. YOU NEED A WINDOWS COMPUTER.</i>
Week 13 November 10-16, 2024	<ul style="list-style-type: none"> • Access Capstone • Access Section Examination 	<ul style="list-style-type: none"> • Complete Access Capstone project. A score of 90% or better will earn you a credential with SIMnet. • Complete the Access Section examination
Week 14 November 17-23, 2024	<ul style="list-style-type: none"> • PowerPoint Chapters 1-2 	<ul style="list-style-type: none"> • Read PowerPoint Chapters 1 & 2 • Complete Let Me Try • Complete PowerPoint chapters 1 & 2 Homework projects
Week 15 November 24-30, 2024	<ul style="list-style-type: none"> • Thanksgiving Break 	<ul style="list-style-type: none"> • No Assignments
Week 16 December 1-7, 2024	<ul style="list-style-type: none"> • PowerPoint Chapter 3 • PowerPoint Capstone Project 	<ul style="list-style-type: none"> • Read PowerPoint Chapter 3 • Complete Let Me Try • Complete PowerPoint chapter 3 Homework Project • Complete PowerPoint Capstone project
Finals December 8-14, 2024	<ul style="list-style-type: none"> • Final Discussion Board topic; Final Course Takeaway • Final Examination 	<ul style="list-style-type: none"> • Complete final discussion board topic. • Complete Final Examination • Due by 11:59pm, December 12, 2024