

# Introduction to Business Computers

## CSI-1002-100



Fall 2023

Online Offering

August 16 – December 15, 2023

**Professor:** Mr. Chris Jauch

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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.

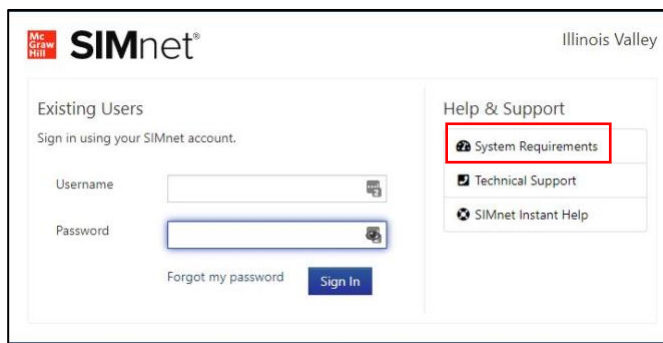
**PREREQUISITE:** None

### **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 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 v106+, Chrome v106+, Safari 12+, Edge 106+.

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 Basic tab, then a time 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 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

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 365/2021 or have access to a computer with Microsoft Office 365/2021 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. **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](#), 815.224.0318 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](http://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 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 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 4 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:

<b>Content</b>	<b>Weighted Percentage</b>
Chapter Readings	<b>20%</b>
Homework Projects	<b>25%</b>
Examinations 1-4	<b>40%</b>
Final Examination	<b>15%</b>
<b>Course Total</b>	<b>100%</b>

Final letter grades will equate to the following scale:

<b>A</b>	90% - 100%	<b>D</b>	60% - 69%
<b>B</b>	80% - 89%	<b>F</b>	Below 60%
<b>C</b>	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.

**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](http://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 **Friday, November 3, 2023**.

**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 **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 (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.

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Week #	Dates	Activity
Getting Started	READ ME FIRST	<ul style="list-style-type: none"> <li>• Read Syllabus</li> <li>• Log into Brightspace and connect to SIMnet.</li> <li>• Complete the SIMnet System Requirements test. The link to the test is in your Brightspace Content link for this Getting Started folder.</li> <li>• There are links in the Resources folder to correct any errors you may receive in the System Requirements test. There are separate links for Windows and Mac.</li> <li>• See the link for Campus Technology Information from the Student Help Desk in the Resources folder</li> <li>• Use the link to download the latest version of Office 365 to your personal computer. This is free software.</li> <li>• See the link for using the Show Me, Guide Me, and Let Me Try in your SIMbooks in the Resources folder.</li> <li>• See the link for using the text to speech feature in your SIMbooks in the Resources folder.</li> <li>• See the link to get to the SIMnet Instant Student Help page in the Resources folder.</li> <li>• See the link if you have questions about the IVCC Jacobs Library Technology &amp; Equipment Loan Program in the Resources folder. This is especially important if you need a Windows computer to do Access and don't have one or cannot use the computers at the IVCC labs. These loans run out early, so if you need something, apply right away.</li> </ul>

<b>Week 1</b>	August 16-19, 2023	<ul style="list-style-type: none"> <li>Technology, Chapter 1-Introduction</li> </ul>
<b>Week 2</b>	August 20-26, 2023	<ul style="list-style-type: none"> <li>Technology, Chapters 2-5</li> </ul>
<b>Week 3</b>	August 27-September 2, 2023	<ul style="list-style-type: none"> <li>Technology, Chapter 6</li> <li>Intro Chapter Windows 11, Office 365, File Management</li> </ul>
	<b>August 29, 2023</b>	<b>Last day for Refund, 16-week classes</b>
<b>Week 4</b>	September 3-9, 2023	<ul style="list-style-type: none"> <li>Read Word Chapters 1 &amp; 2</li> <li>Watch narrated lecture videos on YouTube.</li> <li>Complete Word Chapters 1 &amp; 2 Homework Projects</li> <li>Complete Technology Section Examination</li> </ul>
	<b>September 4, 2023</b>	<ul style="list-style-type: none"> <li>Labor Day, College Closed</li> </ul>
<b>Week 5</b>	September 10-16, 2023	<ul style="list-style-type: none"> <li>Read Word Chapters 3 &amp; 4</li> <li>Watch narrated lecture videos on YouTube.</li> <li>Complete Word Chapters 3 &amp; 4 Homework Projects</li> </ul>
<b>Week 6</b>	September 17-23, 2023	<ul style="list-style-type: none"> <li>Read Excel Chapter 1</li> <li>Watch narrated lecture video on YouTube.</li> <li>Complete Excel Chapter 1 Homework Project</li> <li>Complete Word Section Examination</li> </ul>
<b>Week 7</b>	September 24-30, 2023	<ul style="list-style-type: none"> <li>Read Excel Chapter 2</li> <li>Watch narrated lecture video on YouTube.</li> <li>Complete Excel Chapter 2 Homework Project</li> </ul>
<b>Week 8</b>	October 1-7, 2023	<ul style="list-style-type: none"> <li>Read Excel Chapter 3</li> <li>Watch narrated lecture video on YouTube.</li> <li>Complete Excel Chapter 3 Homework Project</li> <li>Watch additional links listed in Brightspace about topics in Chapter 3</li> </ul>
	<b>October 6, 2023</b>	<ul style="list-style-type: none"> <li>Development Day, No Classes</li> </ul>
<b>Week 9</b>	October 8-14, 2023	<ul style="list-style-type: none"> <li>Read Excel Chapter 4</li> <li>Watch narrated lecture videos on YouTube.</li> <li>Complete Excel Chapter 4 Homework Project</li> </ul>
<b>Week 10</b>	October 15-21, 2023	<ul style="list-style-type: none"> <li>Read Access Chapter 1</li> <li>Watch narrated lecture videos on YouTube.</li> <li>Complete Access Chapter 1 Homework Project</li> </ul>



		<ul style="list-style-type: none"> <li>Complete Excel Section Examination</li> </ul>
<b>Week 11</b>	October 22-28, 2023	<ul style="list-style-type: none"> <li>Read Access Chapter 2</li> <li>Watch narrated lecture videos on YouTube.</li> <li>Complete Access Chapter 2 Homework Project</li> </ul>
<b>Week 12</b>	October 29-November 4, 2023	<ul style="list-style-type: none"> <li>Read Access Chapter 3</li> <li>Watch narrated lecture videos on YouTube.</li> <li>Complete Access Chapter 3 Homework Project</li> </ul>
	November 3, 2023	<ul style="list-style-type: none"> <li>Last Day to Withdraw, 16-week Classes</li> </ul>
<b>Week 13</b>	November 5-11, 2023	<ul style="list-style-type: none"> <li>Read Access Chapter 4</li> <li>Watch narrated lecture videos on YouTube.</li> <li>Complete Access Chapter 4 Homework Project</li> </ul>
	November 10, 2023	<ul style="list-style-type: none"> <li>Veterans Day Observed, College Closed</li> </ul>
<b>Week 14</b>	November 12-18, 2023	<ul style="list-style-type: none"> <li>Read PowerPoint Chapters 1 &amp; 2</li> <li>Watch narrated lecture videos on YouTube.</li> <li>Complete PowerPoint Chapters 1 &amp; 2 Homework Projects</li> <li>Complete Access Section Examination</li> </ul>
<b>Week 15</b>	November 19-25, 2023	<ul style="list-style-type: none"> <li>Thanksgiving Break, enjoy the week off</li> </ul>
<b>Week 16</b>	November 26-December 2, 2023	<ul style="list-style-type: none"> <li>Read PowerPoint Chapter 3</li> <li>Watch narrated lecture videos on YouTube.</li> <li>Complete PowerPoint Chapter 3 Homework Project</li> </ul>
<b>Week 17</b>	December 3-9, 2023	<ul style="list-style-type: none"> <li>Last chance to complete and submit any late homework projects or section examinations. I will not accept late work after this date</li> </ul>
<b>Week 18</b>	December 10-15, 2023	<ul style="list-style-type: none"> <li>Finals Week: Complete your final examination by 11:59pm on December 11, 2023.</li> </ul>