

# Introduction to Business Computer Systems

## CSI-1002-100



Summer 2024  
Online Offering  
June 12 – August 8, 2024,

**Professor:** Mr. Chris Jauch  
**Website:** [www.ivcc.edu/jauch](http://www.ivcc.edu/jauch)  
**Email:** Chris\_Jauch@ivcc.edu  
**Twitter:** @ProfJauchIVCC

### **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, however a basic understanding of computers will be helpful.

### **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 accessing SIMnet content from there.

### **SIMNET REQUIREMENTS:**

Complete the System Requirements Test below to verify that your browser is compatible with SIMnet. Complete this test on all computers you will use to access the course content. Use the following link to access this page.


**SYSTEM REQUIREMENTS TEST** <https://ivcc.simnetonline.com/sp/requirements?login>

**RECOMMENDED BROWSERS:** Firefox v114+, Edge 113+, Chrome v106+, Safari 15+.  
McGraw Hill recommends Google Chrome or Firefox as the most user-friendly browsers.


## 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 **Settings**.
3. With the *Settings* tab open, click the **Privacy & Security** tab on the left.
4. Scroll down to In the *Cookies and Site Data* area, click the **Clear Data** link.
5. In the *Clear Data* window that appears, select either Cooks and Site Data or Cached Web Content, or both to *clear Everything*.
6. At the bottom of the Window click on **Clear**. Read the warning.

## 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 a computer using the Windows operating system. This can be Windows 10 or 11. Students may also use an Apple (Mac) computer with MacOS. 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 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. You may also use an Apple computer. It must have macOS Big Sur 11.x or later. Anything older than that will not receive updates or have the current features of the programs that will be taught in the class. Additionally, **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 download and 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 – 2016, use the online versions, or the web apps, as they do not contain all the necessary features necessary for the course.

If you do not have a computer at home, or do not have access to a Windows computer to do Access, you may be able to receive a computer loan from the college. Use this [LINK](#) to access the Library's web page to see about Long Term Loan options and complete the form to request a laptop.

#### **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), and on the top of this syllabus. 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 readings including quizzes in the readings. These readings and quizzes are computer graded. Once you get into the Office programs, there will also be homework projects to be completed using each of the Office software components. These projects are also auto graded by SIMnet.

Content for the class from SIMnet will be accessed via the Content link in the Menu Bar. All work is arranged by Week, and all the content listed in a particular week's folder will be due that Saturday night at 11:59pm. The week starts on Sunday and ends the following Saturday.

There will be Discussion Board assignments in Brightspace. One of the first ones will be a thread introducing yourself to me and the class, and then completing 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. It also helps me when you write and ask a question to know what operating system you have. Please provide all the information asked for.

**Quizzes and Examinations:** Quizzes for each of the chapters in the text will be taken in SIMnet. These quizzes, titled Let Me Try, are learning tools 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. Each one of the Office chapters also includes content titled Pause & Practice. These pieces are a way for you to further practice the tasks you just studied. Just so you know I do not assign the Pause & Practice as a requirement. They are to help you understand the tasks. If you

struggle with a task, they are your last place to look before you contact me or anyone else to help you with content.

**Homework Projects:** Homework projects are completed by using the software component being studied at the time and are completed using Microsoft Office 365/2021. Students will access these projects in Brightspace, downloading the required files and instructions, completing the project, 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. Watch the course page in Brightspace for additional information about doing homework projects.

**Late Submissions:** I accept late submissions of work throughout the semester. However, late submissions of homework projects or section examinations will result in a 10% grade penalty. If you do the SIMbook readings late, they do not incur a late 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. However, you should be logging into the class at least a couple of times a week to check announcements and to work on content and assignments. There is content due every week on Saturday night at 11:59pm., so you should be working several hours a week on class work. I will be checking to ensure you have logged into the class and are working on content and keeping on track. Failure to regularly access content and work on requirements will result in your being contacted.

**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 failure from the class. These violations will also be reported to the Dean of Workforce Development Division and the Vice President of Academic Affairs in accordance with the Student Code of Conduct. This could also lead to additional sanctions as determined by the college. Further information can be found in the Student Code of Conduct located in the IVCC Student Planner.

**IMPORTANT:** When grading Homework Projects and Section Exams that have been uploaded to SIMnet, the program can determine if files are shared with other students. Downloaded files are electronically identified by the account the files are downloaded and uploaded by. If you share files or copy and paste information inappropriately, the system will flag the violation and send a report to 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. 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 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. They can access it through 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 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 **Thursday, July 25, 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 or leave a message in the Brightspace Discussion Board.

### **IMPORTANT INFORMATION ABOUT AN ONLINE CLASS:**

The online version of this course is the same as the face-to-face version, except for 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 Summer semester course, this course is designed to be completed in 8-weeks. However, it is the same content you would cover in 16-weeks during a regular semester. 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 8-weeks for the semester, and you should be performing 16.88 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 has the software installed. 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, or redo 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. Apart from the Technology exam, 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. There is no section examination on PowerPoint, it will be included in your final. The final examination is a comprehensive examination covering all the topics covered in the course.

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

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**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. The dates provided in Brightspace will be the most current version.

| Due Dates  | Material Covered   | Assignments  |
|--|--|--|
| <p align="center"><b>Gettings Started<br/>June 12-15, 2024</b></p> | <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Introduction Video</li> <li>• Access Student Email account</li> <li>• Log into Brightspace</li> <li>• Sign into SIMnet</li> <li>• Watch video on performing System Requirements Test</li> <li>• Perform Systems Requirement Test</li> <li>• Download Office 365/2021 through IVCC Student email account.</li> <li>• Read Syllabus</li> </ul> <p>Locate and complete Discussion Board Introduction Topic</p> | <ul style="list-style-type: none"> <li>• Brightspace Login</li> <li>• 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.</li> <li>• Watch Course Introduction video.</li> <li>• Watch Registration video.</li> <li>• Complete SIMnet registration</li> <li>• Watch system requirements video</li> <li>• Complete System Requirements test on personal computer.</li> <li>• Read and review the course syllabus document, found in the Course Information tab of Brightspace.</li> <li>• 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.</li> <li>• Post in the Student’s Introduction Discussion Forum.</li> </ul> |
| <p align="center"><b>Week 1<br/>June 16-22, 2024</b></p>           | <ul style="list-style-type: none"> <li>• Brightspace</li> <li>• SIMnet</li> <li>• IVCC Student Email</li> <li>• Download Office 365/2021</li> </ul> <p>Technology: At your Service</p>   | <ul style="list-style-type: none"> <li>• Watch SIMbook use video.</li> <li>• Check out and explore the Student Help link for SIMnet.</li> <li>• Post in the Student’s Introduction Discussion Forum.</li> </ul>  |



| Due Dates  | Material Covered   | Assignments   |
|--|--|---|
|  |  | <ul style="list-style-type: none"> <li>• Read the following Technology chapters and complete the Let Me Try quizzes.</li> <li>• Watch Technology Chapters PowerPoints, if desired</li> <li>• Chapter 1: Introduction</li> <li>• Chapter 2: Hardware</li> <li>• Chapter 3: Software</li> </ul>   |
| <p style="text-align: center;"><b>Week 2</b><br/><b>June 23-29, 2024</b></p>     | <ul style="list-style-type: none"> <li>• Balance of Technology Chapters</li> <li>• Intro Chapter for Windows 11, Office 365/2021, and File management</li> <li>• Technology section examination</li> </ul> | <ul style="list-style-type: none"> <li>• Read the following Technology Chapters and complete the Let Me Try quizzes.</li> <li>• Chapter 4: The Internet</li> <li>• Chapter 5: Networking &amp; Security</li> <li>• Chapter 6: Changing the World</li> <li>• Intro Chapter, Windows 11, Office 365/2021, and File Management</li> <li>• Watch lecture video for Intro Chapter</li> <li>• Watch Technology Chapters PowerPoints, if desired</li> <li>• Watch video introduction to the Technology section examination.</li> <li>• Complete Technology Section examination.</li> </ul> |
| <p style="text-align: center;"><b>Week 3</b><br/><b>June 30-July 6, 2024</b></p> | <ul style="list-style-type: none"> <li>• Microsoft Word Chapters 1-4</li> </ul>  | <ul style="list-style-type: none"> <li>• Read Word Chapters 1-4</li> <li>• Complete the Let Me Try quizzes</li> <li>• Watch Lecture videos for Word Chapters 1-4</li> <li>• Watch video for completing SIMnet Homework Projects</li> <li>• Watch help video for Word Chapter 4 homework project</li> <li>• Complete Word Chapters 1-4 Homework Projects</li> </ul>  |
| <p style="text-align: center;"><b>Week 4</b><br/><b>July 7-13, 2024</b></p>      | <ul style="list-style-type: none"> <li>• Word Section examination</li> <li>• Excel Chapters 1-2</li> </ul>   | <ul style="list-style-type: none"> <li>• Complete the Word Chapters 1-4 Capstone Project</li> </ul>   |

| Due Dates  | Material Covered  | Assignments   |
|--|---|---|
|  |   | <ul style="list-style-type: none"> <li>• Watch video introduction to the Word Section examination</li> <li>• Complete Word Section examination</li> <li>• Read Excel Chapters 1-2</li> <li>• Complete the Let Me Try quizzes</li> <li>• Watch Lecture videos for Excel Chapters 1-2</li> <li>• Complete the Excel Chapters 1-2 Homework Projects</li> </ul>   |
| <p style="text-align: center;"><b>Week 5</b><br/><b>July 14-20, 2024</b></p>   | <ul style="list-style-type: none"> <li>• Excel Chapters 3-4</li> <li>• Excel Section Examination</li> </ul> | <ul style="list-style-type: none"> <li>• Read Excel Chapters 3-4</li> <li>• Complete the Let Me Try quizzes</li> <li>• Watch Lecture videos for Excel Chapters 3-4</li> <li>• Complete the Excel Chapters 3-4 Homework Projects</li> <li>• Complete the Excel Chapters 1-4 Capstone Project</li> <li>• Complete Excel Section examination</li> </ul>          |
| <p style="text-align: center;"><b>Week 6</b><br/><b>July 21-27, 2024</b></p>   | <ul style="list-style-type: none"> <li>• Access Chapters 1-2</li> </ul>                                     | <ul style="list-style-type: none"> <li>• Read Access Chapters 1-2</li> <li>• Complete the Let Me Try quizzes.</li> <li>• Watch Lecture videos for Access Chapters 1-2.</li> <li>• Complete the Access Chapters 1-2 Homework Projects</li> </ul> <p><b><u>UNDERSTAND YOU CANNOT DO ACCESS HOMEWORK PROJECTS ON AN APPLE COMPUTER. IT WILL NOT WORK</u></b></p> |
| <p style="text-align: center;"><b>Week 7</b><br/><b>Jul 28-Aug 3, 2024</b></p> | <ul style="list-style-type: none"> <li>• Access Chapters 3-4</li> </ul>                                     | <ul style="list-style-type: none"> <li>• Read Access Chapters 3-4</li> <li>• Complete the Let Me Try quizzes.</li> <li>• Watch Lecture videos for Access Chapters 3-4.</li> </ul>   |

| Due Dates  | Material Covered  | Assignments  |
|--|---|--|
|  |   | <ul style="list-style-type: none"> <li>• Complete the Access Chapters 3-4 Homework Projects</li> <li>• Complete the Access Chapters 1-4 Capstone Project</li> </ul> <p><b><u>UNDERSTAND YOU CANNOT DO ACCESS HOMEWORK PROJECTS ON AN APPLE COMPUTER. IT WILL NOT WORK</u></b></p>  |
| <p style="text-align: center;"><b>Week 8</b><br/><b>August 4-8, 2024</b></p> | <ul style="list-style-type: none"> <li>• PowerPoint Chapters 1- 3</li> <li>• Final Discussion forum, Course Takeaways</li> <li>• Access examination</li> </ul>                      | <ul style="list-style-type: none"> <li>• Read PowerPoint Chapter 1- 3</li> <li>• Complete the Let Me Try quizzes</li> <li>• Watch Lecture video for PowerPoint Chapters 1-3</li> <li>• Complete the PowerPoint Chapters 1-3 Homework Projects</li> <li>• Complete the PowerPoint Chapters 1-3 Capstone Project</li> <li>• Complete Final Discussion forum about Course Takeaways</li> <li>• Complete Access examination</li> </ul> |
| <p style="text-align: center;"><b>Finals Week</b></p>                        | <ul style="list-style-type: none"> <li>• Final submission of any late exams or homework</li> <li>• Final Discussion forum, Course Takeaways</li> <li>• Final examination</li> </ul> | <ul style="list-style-type: none"> <li>• Complete and submit any incomplete or unsubmitted homework or section examinations. July 25 is the final date for submission of late work.</li> <li>• Complete the final Discussion Forum post about Course Takeaways</li> <li>• Complete Final Examination by 11:59pm, July 26, 2023</li> </ul>  |