

# Introduction to Business Computers

## CSI-1002-01

Spring 2021

August 18 – December 16, 2021

Tuesday & Thursday

11:00 – 11:50am, Lecture, CTC-208

12:00 – 12:50pm, Laboratory, CTC-208

**Professor:** Mr. Chris Jauch

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**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 AND RELATED COMPETENCIES:

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

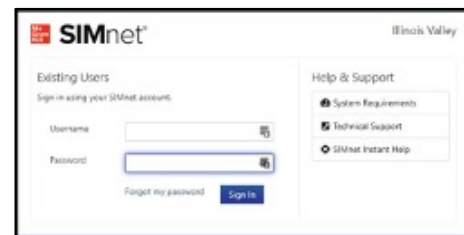
**PREREQUISITE:** None

### REQUIRED TEXTBOOK:

The course uses an e-book for readings and simulation access. You will be using Inclusive Access and paying through the Cashier's office with your tuition payment.

### 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 v72+, Chrome v80+, SAFARI 12+, EDGE 80+

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**

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 365/2019 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. **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 faculty member, I do not have an office on campus. If you wish to meet with me regarding class issues, I am usually in the classroom 30 minutes prior to class and can usually stay after class. If this is not convenient for you, please contact me via email at Chris\_Jauch@ivcc.edu, and we can arrange for an appointment. 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 under Business Technology.

## **ASSIGNMENTS:**

**Weekly:** You will have weekly reading assignments. These readings and assignments are computer graded. The class lectures will cover selected materials contained in the readings. Once you get into the

Office programs, there will also be homework projects for each chapter to be completed using the appropriate Office program. 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 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 2016 or Office 365. Students will access these projects in SIMnet, downloading the required files and instructions, then uploading the files to SIMnet to be computer graded.

**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
4. Classroom Participation

#### **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
Chapter Readings	5%
Homework Projects	10%
Examinations 1-4	65%
Final Examination	20%
<b>Course Total</b>	<b>100%</b>

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 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](mailto:tina_hardy@ivcc.edu) (224-0284) can help determine what type of services and supports are offered.

#### **CLASSROOM RULES:**

**Attendance** – I expect you to be in class. I will be there, and so should you. If you cannot be in class, please notify me via email either before class or as soon as possible. Failure to attend class will result in your inability to be prepared. If you have missed two (2) classes in a row, I will be contacting you to see if there is a problem. If you have missed three (3) classes in a row and I have not been contacted, I will attempt to contact you via email. If you have not responded, I reserve the right to involuntarily withdraw you from the course. Repeated absences may result in involuntary withdrawal from the course. I understand there may be extenuating circumstances that might occur on an emergency basis that could cause you to be late for class. A few minutes can be excused; however more than a few minutes is not showing respect for me or your fellow students. Class will start promptly at the appointed time. Students should be in the classroom and seated prior to that time.

**Inappropriate Behavior** – I expect each of you to conduct yourselves in a manner appropriate for adult college students and not be disruptive to the class. I will not tolerate inappropriate behavior during the class period. If I catch anyone being disruptive, I will warn you first. Subsequent behavior will result in my asking you to leave the classroom. Continued behavior will result in you being reported to the Vice President of Student Services. Inappropriate behavior is defined as any behavior that:

- Interferes with another students' ability to learn
- Interferes with the instructor's ability to teach

This includes the use of cell phones and other electronic devices. Make sure these devices are set to vibrate, silent or turned off. Only emergency calls will be accepted. Texting will not be tolerated during class hours. During laboratory periods, the computers will not be used to visit social media sites or conduct outside business. This class experience is preparing you for the workplace and inappropriate behavior is not tolerated there either. I've signed a contract to teach and will give it my best. I expect you to do the same in participating in the educational experience.

**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 and the Vice President for Academic Affairs. 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 are 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 5, 2021**.

**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 Blackboard Discussion Board, or you can use my Twitter account for short messages. That link is on the first page of this syllabus.

### **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 participate in classroom discussions, as well as to prepare for quizzes and examinations. Due to the possibility of extended class discussions or other scheduling conflicts, this schedule may be modified during the semester. **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 based on class progress, however, consider this your regular assignment base unless instructed otherwise.

<b>Class – Meeting Dates</b>	<b>Material Covered</b>	<b>Assignments</b>
<b>1 August 19</b>	Introduction-Syllabus/IVCC Computer network access/McGraw-Hill SIMnet registration; review lessons; SIMbooks, projects, and examinations	Prepare for registration and access to SIMnet. Log into IVCC network, Blackboard, IVCC Student Email
<b>2 August 24</b>	Concepts – Introduction to Computers; Mobile Computing	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.
<b>3 August 26</b>	Concepts – Hardware; Input & Output	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.
<b>4 August 31</b>	Concepts – System Software; Applications Software	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.
<b>5 September 2</b>	The Internet; Networking & Information Systems	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.
<b>September 6</b>	<b>Labor Day</b>	<b>College Closed</b>
<b>6 September 7</b>	Concepts – Security; Legal & Ethical Issues	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.
<b>7 September 9</b>	Windows 10, Office 365/2019, and File Management; Concepts Review	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.
<b>8 September 14</b>	Word Chapter 1	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.
<b>9 September 16</b>	Word Chapter 2	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.
<b>September 16</b>	<b>Word Chapter 1 Homework Project</b>	<b>Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.</b>
<b>September 18</b>	<b>Word Chapter 2 Homework Project</b>	<b>Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.</b>

<b>Class – Meeting Dates</b>	<b>Material Covered</b>	<b>Assignments</b>
<b>September 18</b>	<b>Concepts Section Examination</b>	<b>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.</b>
<b>10 September 21</b>	Word Chapter 3	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.
<b>11 September 23</b>	Word Chapter 4	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.
<b>September 23</b>	<b>Word Chapter 3 Homework Project</b>	<b>Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.</b>
<b>September 25</b>	<b>Word Chapter 4 Homework Project</b>	<b>Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.</b>
<b>12 September 28</b>	Word Section Review	Classroom review of Word Section
<b>13 September 30</b>	Excel Chapter 1	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.
<b>October 2</b>	Excel Chapter 1 Homework Project	<b>Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.</b>
<b>October 2</b>	<b>Word Section Examination</b>	<b>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.</b>
<b>14 October 5</b>	Excel Chapter 2	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.
<b>15 October 7</b>	Excel Chapter 3	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.
<b>October 7</b>	<b>Excel Chapter 2 Homework Project</b>	<b>Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.</b>
<b>October 8</b>	<b>Development Day</b>	<b>No Classes</b>
<b>October 9</b>	<b>Excel Chapter 3 Homework Project</b>	<b>Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.</b>
<b>16 October 12</b>	Excel Chapter 4	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.
<b>17 October 14</b>	Excel Section Review	Classroom review of Excel Section
<b>October 14</b>	<b>Excel Chapter 4 Homework Project</b>	<b>Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.</b>

<b>Class – Meeting Dates</b>	<b>Material Covered</b>	<b>Assignments</b>
<b>October 16</b>	<b>Excel Section Examination</b>	<b>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.</b>
<b>18 October 19</b>	Access Chapter 1	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.
<b>19 October 21</b>	Access Chapter 1, continued	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.
<b>October 23</b>	<b>Access Chapter 1 Homework Project</b>	<b>Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.</b>
<b>20 October 26</b>	Access Chapter 2	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.
<b>21 October 28</b>	Access Chapter 2, continued	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.
<b>October 30</b>	<b>Access Chapter 2 Homework Project</b>	<b>Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.</b>
<b>22 November 2</b>	Access Chapter 3	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.
<b>23 November 4</b>	Access Chapter 3, continued	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.
<b>November 5</b>	<b>Final Withdrawal Date</b>	<b>Last date to withdraw from class. See me if you have any questions</b>
<b>November 6</b>	<b>Access Chapter 3 Homework Project</b>	<b>Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.</b>
<b>24 November 9</b>	Access Chapter 4	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.
<b>November 11</b>	<b>Veteran's Day</b>	<b>College Closed</b>
<b>25 November 16</b>	Access Chapter 4, continued	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.
<b>26 November 18</b>	Access Section Review	Classroom review of Access Section
<b>November 20</b>	<b>Access Chapter 4 Homework Project</b>	<b>Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.</b>
<b>27 November 23</b>	PowerPoint Chapter 1	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.
<b>November 24-27</b>	<b>Thanksgiving Break</b>	<b>College Closed</b>
<b>November 29</b>	<b>PowerPoint Chapter 1 Homework Project</b>	<b>Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.</b>
<b>28 November 30</b>	PowerPoint Chapter 2	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.

<b>Class – Meeting Dates</b>	<b>Material Covered</b>	<b>Assignments</b>
<b>29 December 2</b>	PowerPoint Chapter 3	Read chapter text and complete the Let Me Try interactive quizzes by 11:00am.
<b>December 2</b>	<b>PowerPoint Chapter 2 Homework Project</b>	<b>Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.</b>
<b>December 4</b>	<b>PowerPoint Chapter 3 Homework Project</b>	<b>Homework Project is due by 11:59pm. Late submission will result in a 10% reduction in points to grade.</b>
<b>December 4</b>	<b>Access Section Examination</b>	<b>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.</b>
<b>30 December 7</b>	<b>Final Class Final Review</b>	
<b>December 13</b>	<b>Last date for late submissions of homework projects and examinations</b>	<b>You may turn in late work by 11:59pm on this date. There will be a 10% grade reduction penalty for late work. I do not accept late work after this date. I do not do extra credit, so do not ask.</b>
<b>December 14</b>	<b>Final Exam</b>	<b>Complete the Final examination in SIMnet by 11:59pm. I will not accept late submission of the final examination.</b>