BUS 1950-008
Computer Concepts and Applications for Business
Fall 2012

Instructor: Susan Kling

Contact Information: Office: 4505 Lumpkin Hall
Phone: 217-581-8547
Email: SJKling@eiu.edu
Course Website: castle.eiu.edu/bus1950

Office Hours
T: 7:30-8:00 AM
12:30 -2:00
R: 12:30-2:00 PM
3:15-4:45PM
And other times by appointment

Catalog Description: A study of computer concepts, including the information processing cycle, file organizations, telecommunications, and operating systems and systems software. Applications software, including spreadsheets, databases, word processing, presentation graphics, communications, and operating systems with graphical user interfaces. 3 credits

Prerequisites: Keyboarding skills and computer literacy are strongly recommended.

Class Meetings:

<table>
<thead>
<tr>
<th>Section</th>
<th>Lab Time—Lumpkin 1011</th>
<th>Lecture Time Lumpkin 2030</th>
</tr>
</thead>
<tbody>
<tr>
<td>002</td>
<td>8:00 a.m. - 9:15 a.m. Thursday</td>
<td>2:00 p.m. – 3:15 p.m.Thursday</td>
</tr>
<tr>
<td>003</td>
<td>9:30 a.m. - 10:45 a.m. Thursday</td>
<td>2:00 p.m. – 3:15 p.m.Thursday</td>
</tr>
<tr>
<td>004</td>
<td>8:00 a.m. - 9:15 a.m. Tuesday</td>
<td>11:00 a.m. - 12:15 p.m. Thursday</td>
</tr>
<tr>
<td>005</td>
<td>9:30 a.m. - 10:45 a.m. Tuesday</td>
<td>11:00 a.m. - 12:15 p.m. Thursday</td>
</tr>
<tr>
<td>006</td>
<td>11:00 a.m. – 12:15 p.m. Tuesday</td>
<td>11:00 a.m. - 12:15 p.m Thursday</td>
</tr>
<tr>
<td>007</td>
<td>2:00 p.m. – 3:15 p.m. Tuesday</td>
<td>2:00 p.m. – 3:15 p.m. Thursday</td>
</tr>
<tr>
<td>008</td>
<td>3:30 p.m. – 4:45 p.m. Tuesday</td>
<td>2:00 p.m. – 3:15 p.m. Thursday</td>
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</tbody>
</table>


Supplementary Materials: SAM (Skills Assessment Manager), 2011, Course Technology Cengage Learning (available from the EIU Bookstore)
USB thumb drive

Course Objectives: After successful completion of this course, students will:
1. Describe the role of the information processing cycle (input, output, processing, and storage) in the business computer environment.
2. Demonstrate the use of data communications in business computing, including computer-to-computer links, use of Internet, and electronic mail.
3. Demonstrate the use of disk operating system commands, file management, file...
storage management, file naming conventions, and graphical user interfaces.
4. Demonstrate the use of spreadsheet software including report generation; template
design; financial, statistical, and logical functions; file importing and exporting; and
creating charts and graphs.
5. Demonstrate the use of database software including table creation and modification,
data entry, sorting and selecting records using logical operators, and simple forms,
queries and reports.
6. Demonstrate the use of word processing software including tables, styles, comparing
documents, and templates.
Demonstrate the use of presentation software including presentation design, outlines,
transitions, and the inclusion of objects from external sources.

Grading Information
  • Reading Assignments: Reading assignments are listed on the class schedule. All assignments should be
    read before the topic is discussed in class.
  • Homework: Homework assignments will be due on various dates throughout the semester. Dates will be
    announced in class and will also be posted on the SAM calendar
  • Examinations: At least four written and two hands-on examinations are scheduled. The tentative dates are
    shown on the class schedule

Evaluation
  Word
    • 1 Module @ 30 Points 30 Points 4%
  PowerPoint
    • 1 Module @ 30 Points 30 Points 4%
  Excel
    • 3 Modules @ 30 Points 90 Points
    • 1 Review Assignment @ 20 Points 20 Points
    • 1 Hands-On Examination @ 60 Points 60 Points
    Total 170 Points 25%
  Access
    • 3 Modules @ 30 Points Each 90 Points
    • 1 Review Assignment @ 20 Points 20 Points
    • 1 Hands-On Examination @ 60 Points 60 Points
    Total 170 Points 25%
  Integration Assignments
    • 1 Word/PowerPoint Integration @ 30 Points 30 Points
    • 1 Excel/PPT/Word Integration @ 40 Points 40 Points
    • 1 Access/Excel/Word Integration @ 40 Points 40 Points
    Total 110 Points 15%
  Computer Concepts
    • 2 Examinations @ 40 Points Each 80 Points
    • 5 Quizzes @ 10 Points Each 50 Points
    • 1 Final Examination @ 60 Points 60 Points
    Total 190 Points 27%
Grading scale

Final grades will be calculated in accordance with the following:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100% (630-700 pts)</td>
<td>A</td>
</tr>
<tr>
<td>80-89% (560-629 pts)</td>
<td>B</td>
</tr>
<tr>
<td>70-79% (490-559 pts)</td>
<td>C</td>
</tr>
<tr>
<td>60-69% (420-489 pts)</td>
<td>D</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
</tr>
</tbody>
</table>

The instructor reserves the right to adjust the final grade scale by lowering (but not raising) the percentage of total points required for any letter grade.

Class Policies

Attendance policy

In accordance with University policy, students are expected to attend class unless prevented by illness, an official University activity, or an emergency. Students who miss class due to an excused absence will be allowed to make up missed work without penalty. An absence from class will be considered an “excused absence” under the following circumstances:

- Absence due to illness. Absence due to illness is an excused absence only if the student notifies the professor of the absence in advance (i.e. prior to the missed class) and provides documentation of the illness upon return to class.
- Absence due to an official University activity. Absence due to an official University activity is an excused absence only if the student notifies the professor of the absence in advance (i.e. prior to the missed class) and provides documentation of the University activity from an appropriate University representative prior to the absence.
- Absence due to emergency. Evaluation of whether an absence due to an emergency is an excused absence will be made by the professor on a case by case basis. At a minimum, the student should notify the professor of the absence as soon as possible and should provide documentation of the emergency.

Policy on make-up and late work

- Most assignments will utilize SAM and projects from the textbook. All assignments must be completed by the assigned date. When requested, assignments are to be handed in at the BEGINNING of the class period. In order to receive credit for an assignment, the instructor’s directions for submission MUST be followed.
- All students are required to make a back-up copy of any assignment submitted to the instructor.
- Late assignments are NOT accepted. To receive points, each assignment must be complete, output must be accurate and the assignment must be turned in at the BEGINNING of the class period on the day the assignment is due. If an assignment consists of SAM training or testing, it must be completed by the due date. Work finished after a due date may not be accepted.
- No makeup exams will be given except in dire emergencies. In ANY case, the instructor must be notified BEFORE THE EXAM.

Academic Integrity

- All students are expected to comply with University rules and regulations on academic integrity and honesty. These rules and regulations are summarized in the Student Conduct Code (http://www.eiu.edu/~judicial). Disciplinary sanctions may be imposed for violations of these rules and regulations. Sharing files or printouts or dishonesty on any exam or assignment will result in an “F” for the course and a referral to EIU’s Judicial
Board. All students will complete BUS 1950 ethics training.

- Turnitin. To encourage original and authentic written work, students may be required to submit their written assignments in this course for review to Turnitin.com, or other systems designed to detect plagiarized material, and those assignments will become a searchable document with the Turnitin (or other system’s) database.
- Computer activities will be electronically monitored during exams.

Emergency Instructions

Instructions about what to do in the event of an emergency are posted in all classrooms on Eastern’s campus. Students and faculty are responsible for acquainting themselves as to the specific instructions so that they will be prepared in the event of an emergency.

Student Services

- Disability Services: Appropriate academic support is available for students with a documented disability. Please notify your instructor and contact the Office of Disability Services (581-6583) for further information.
- Career Services http://www.eiu.edu/~careers 581-2412
- Counseling Center: http://www.eiu.edu/~counsctr 581-3413
- Student Success Center: http://www.eiu.edu/~success 581-6696

Tentative Class Schedule

<table>
<thead>
<tr>
<th>Week of</th>
<th>Lecture</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 20</td>
<td>Course Introduction</td>
<td></td>
</tr>
<tr>
<td>Aug 27</td>
<td>Chapter 1: Computers and Digital Basics</td>
<td>Word</td>
</tr>
<tr>
<td>Sep 3</td>
<td>Integration Discussion</td>
<td>PowerPoint</td>
</tr>
<tr>
<td>Sep 10</td>
<td>Chapter 6: The Internet</td>
<td>Integration Word/PowerPoint</td>
</tr>
<tr>
<td>Sep 17</td>
<td>Integration Discussion</td>
<td>Excel Module 1</td>
</tr>
<tr>
<td>Sep 24</td>
<td>Chapter 8: Digital Media</td>
<td>Excel Module 2</td>
</tr>
<tr>
<td>Oct 1</td>
<td>Integration Discussion</td>
<td>Excel Module 3</td>
</tr>
<tr>
<td>Oct 8</td>
<td>Concepts Exam 1</td>
<td>Excel Exam</td>
</tr>
<tr>
<td>Oct 15</td>
<td>Chapter 9: The Computer Industry</td>
<td>Excel/Word/PowerPoint Integration</td>
</tr>
<tr>
<td>Oct 22</td>
<td>Integration Discussion</td>
<td>Excel/Word/PowerPoint Integration</td>
</tr>
<tr>
<td>Oct 29</td>
<td>Chapter 11: Databases</td>
<td>Access Module 1</td>
</tr>
<tr>
<td>Nov 5</td>
<td>Concepts Exam 2</td>
<td>Access Module 2</td>
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<tr>
<td>Nov 12</td>
<td>Integration Discussion</td>
<td>Access Module 3</td>
</tr>
<tr>
<td>Nov 19</td>
<td>Thanksgiving Break</td>
<td></td>
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</table>
This schedule is tentative and is subject to change by the instructor. Any changes will be announced in class. Students are responsible for complying with changes announced in class.

### FINAL EXAM SCHEDULE

<table>
<thead>
<tr>
<th>Section</th>
<th>Instructor</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>002</td>
<td>Kling</td>
<td>Thurs. Dec. 13</td>
<td>10:15-12:15</td>
</tr>
<tr>
<td>003</td>
<td>Kling</td>
<td>Thurs. Dec. 13</td>
<td>12:30-2:30</td>
</tr>
<tr>
<td>004</td>
<td>Kling</td>
<td>Fri. Dec. 14</td>
<td>8:00-10:00</td>
</tr>
<tr>
<td>005</td>
<td>Kling</td>
<td>Wed. Dec. 12</td>
<td>8:00-10:00</td>
</tr>
<tr>
<td>006</td>
<td>Kling</td>
<td>Thurs. Dec. 13</td>
<td>2:45-4:45</td>
</tr>
<tr>
<td>007</td>
<td>Kling</td>
<td>Wed. Dec. 12</td>
<td>12:30-2:30</td>
</tr>
<tr>
<td>008</td>
<td>Kling</td>
<td>Thurs. Dec. 13</td>
<td>8:00-10:00</td>
</tr>
</tbody>
</table>