ISAT 229 – Computing for Business Administration

Instructor:	Andrew Aken
Office:	College of Applied Sciences and Arts – ASA 117
Office Hours:	Monday 12:30 – 5:15 p.m.
E-Mail:	ajaken@siu.edu
Website:	**http://siu.globaleyes.com**/2008-Fall/ISAT229/
Class Time:	Section 2 M W 9:35 – 10:50 a.m. ASA 0112c

Course Description:

The successful student will acquire an understanding of information systems concepts and of the use of computers to process business data through solving a variety of business related problems. Emphasis is on the computer as a management tool.

Prerequisites:

None

Required Textbooks:

Shelly, G.B., Cashman, T.J., and Vermaat, M.E. (2008). Microsoft Office 2007: Introductory Concepts and Techniques. Boston, MA: Course Technology. (ISBN 1-4188-4328-8)

Website:
http://www.scsite.com/catalog/product.cfm?category=Office%20Suites&subcategory=Microsoft%20Office%202007&isbn=978-1-4188-4328-1

Objectives:

Upon successful completion of the course, the student should be able to:

1. Explain concepts and techniques related to the use of the computer as a communication and data management tool.

2. Understand the functions and features of the operating system and how it works with various application programs.

3. Demonstrate a working knowledge of basic computer software concepts, terminology, and operations through the production of various types of business documents.

4. Create, edit, and format documents using a variety of different software applications including word processing, spreadsheets, and databases.

5. Create, edit, and format presentations using presentation software.

Disability Support:

If you have a disability that impedes participation in this course, please contact Disability Support Services at 618-453-5738 or DSSsiu@siu.edu

Proficiency Tests:

A student may "proficiency out" of this class by taking an equivalency test. Call for more information at 453-6003 or visit http://www.siu.edu/~ucs/students/testing/testing.htm.

Course Policies:

1. **Class Attendance and Preparation Policy:** Class attendance and preparation are strongly suggested. The instructor reserves the right to cancel any lecture or have a pop quiz when the majority of the class is unprepared or the attendance falls below 66% of the class enrollment. Course requirements will not be reduced to compensate for such cancellations. There will be many assignments and quizzes which must be completed during class time. Late submissions of these assignments will not be accepted without an excused absence. All excused absences must be documented and approved ***IN ADVANCE*** (when applicable) and ***IN WRITING*** through the instructor prior to each and every missed class period. Failure to accomplish this will result in a grade of 0 (zero) for any missed assignments, quizzes, or exams (whether scheduled or not).

2. **Academic Dishonesty Policy:** Any student who is found cheating during an examination or assists another student in cheating during an examination will automatically fail the course. The case may also be forwarded to the appropriate administrators for university action. Any student caught cheating or helping a student cheat on any assignment will automatically receive a 0 on that assignment. Multiple infractions will result in automatic failure of the course and may result in additional disciplinary action.
Academic Dishonesty has occurred:
   - When a student turns in work created by someone else and represents it as his or her own work.
   - When a student permits someone else to turn in his or her work and represent it as his or her own work.
   - When a student copies work from another student.
   - When a student copies answers from another student on a quiz, exam, or test.
   - When a student uses notes or materials of any kind during a quiz, exam, or test (unless it is announced by the instructor as "open notes" or "open book").
   - When a student deliberately changes parts of computer work in an attempt to disguise the origin.
   - When two or more students collaborate on a project that is supposed to be completed individually.
   - Gaining access to prior exams or answers.

   Beware: *All* assignments are <u>individual</u> assignments unless otherwise noted.

3. **Assignment Submissions:** For all electronic forms of assignments, you must upload them through the class' website.

4. **Grade Appeals Policy:** It is the student's responsibility to keep all graded materials that have been returned. The instructor's grades will be assumed to be accurate unless you can prove otherwise. Any student wishing to appeal a grade must submit a WRITTEN appeal indicating a complete explanation of why the student feels they deserve a different grade. <u>Verbal grade appeals will not be accepted.</u>

Course Grades

				Grading Scale	
Lab Assignments	Lab assignments will be required for assigned projects in each unit. Lab assignments will be graded by the instructor during lab.	10	25%	>= 90.0%	A
				80.0–89.99%	B
Performance Tests	Written and performance tests will be taken in class and no make-up exams will be given unless arrangements are made prior to the test (or for extenuating circumstances).	4	40%	70.0–79.99%	C
				60.0–69.99%	D
				< 60.0%	F
Exams	There will be four exams throughout the semester.	4	35%		
		Total	100%		

Class Website

The main page for the website is located at **http://siu.globaleyes.com**. From there, you can click on the Classes tab and select the appropriate class from the current semester list. Once the student information has been entered into the class website, you will be able to access your grades and student-specific information by clicking on the Login button on the top left corner of the page. Your logon ID will normally be your first initial concatenated to your last name in all lower case (e.g. aaken). Your initial password will be the same as your logon ID (this can be modified once you have logged in). If you experience any problems with accessing the class website, please notify me at ajaken@siu.edu.

Topic Outline:

I.   Introduction—Concepts, terminology, and microcomputer operations
II. Word Processing—Concepts, terminology, and operations
   A. Components of various documents (flyers, letters, resumes, tables, etc.)
   B. Creating functions and commands
   C. Editing functions and commands
   D. Formatting functions and commands
III. Spreadsheets—Concepts, terminology, and operations
   A. Components of a spreadsheet
   B. Creating functions
   C. Editing functions
   D. Formatting functions and formulas
   E. Charting functions
IV. Database—Concepts, terminology, and operations
   A. Components of a database
   B. Creating functions
   C. Editing functions
   D. Formatting functions
   E. Manipulating functions
   F. Querying functions
   G. Reporting functions
V.   Presentation graphics—Concepts, terminology, and operations
   A. Creating functions
   B. Editing functions
   C. Formatting functions
VI. Object Linking and Embedding—Concepts, terminology, and operations

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on the BERT website at www.bert.siu.edu, Department of Public Safety's website at www.dps.siu.edu (disaster drop down) and in Emergency Response Guidelines pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and **stay with your instructor during an evacuation or sheltering emergency**. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.