



ISAT 229 – Computing for Business Administration

Instructor: Andrew Aken

Office: College of Applied Sciences and Arts – ASA 117

Office Hours: Tuesday 9:00 am – 11:00 am

Wednesday 9:00 am – 1:00 pm

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Website: <http://siu.globaleyes.com/2008-Spring/ISAT229/>

Class Time: Section 8 M W F 2:00 – 2:50 p.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%20007&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.

Course Policies:

1. **Class Attendance and Preparation Policy:** Class preparation is strongly suggested. The instructor reserves the right to cancel any lecture 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.
2. **Make-up Policy:** Generally, students will be allowed to make-up missed exams if the absence is excused. All excused absences must be documented and approved **IN ADVANCE** (when applicable) and **IN WRITING** to the instructor.
3. **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 will be forwarded to the appropriate individuals for university action. Any student caught cheating or helping a student cheat on any assignment will automatically receive a 0 on that assignment. Cheating includes, but is not limited to, crib sheets (unless approved by the instructor), copying answers from another student's exam, use of recording devices, submitting work that is not your own on individual assignments, and gaining unauthorized prior access to exams or answers.
<http://www.siu.edu/~isat/isatacademicdishonestypolicy.htm>
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. Verbal grade appeals will not be accepted.
5. **Attendance:** When determined appropriate by the instructor, an unexcused absence will result in a 5 point reduction in the final grade for each occurrence.
6. **Proficiency Tests:** A student may "proficiency out" of this class by taking an equivalent test. Call for more information at 453-6003.
7. **Disability Support:** If you have a disability that impedes participation with this course, please contact Disability Support Services at 618-453-5738 or DSSsiu@siu.edu

Course Grades

Lab Assignments	Daily lab assignments will be required for assigned projects in each unit. In most cases, lab assignments will be graded by the instructor during lab. Lab assignments may be turned in at the beginning of the next class period, but 5 points will be deducted.	Variable	25%
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).	3	40%
Exams	There will be four exams throughout the semester.	4	35%
		Total	100%

Grading Scale

> 90.0%	A
80.0–89.99%	B
70.0–79.99%	C
60.0–69.99%	D
<= 59.99%	F

Class Website

Once the student information has been entered into the class website, you will be able to access your grades and student-specific information, if applicable. 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.

Assignment Submissions:

For all electronic forms of assignments, you must upload them through the class' website.

Topic Outline (tentative):

- I. Introduction—Concepts, terminology, and microcomputer operations 10%
 - A. Overview
 - B. Disk and file management
 - C. Computer system components
 - D. Types of applications
 - E. Operating systems
 - F. Internet
- II. Word Processing—Concepts, terminology, and operations 25%
 - 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 25%
 - 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 25%
 - 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 10%
 - A. Creating functions
 - B. Editing functions
 - C. Formatting functions
- VI. Object Linking and Embedding—Concepts, terminology, and operations 5%

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 SIU-C Emergency Response Plan and Building Emergency Response Team (BERT) programs. 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 pamphlets. 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.