***IS 15 – Computer Applications*** 

***in Business***

**Reedley College Fall 2016**

Section: 54244

Lecture: MTWTh 09:00 – 09:50 POR-2

Lab: 2.5 hours per week

**Contact Information**

Instructor: John Morrison Office: TBA

Phone: 559.940.9368 Office Hours: By arrangement

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**Course Description**

Course Specifics: 3 Units 2.5 lecture and 2.5 lab hours per week

Basic Skills Advisories: Eligibility for Eng 125, Eng 126 and MATH 101

Computer application basics that relate to the management of business enterprises. Emphasis will be placed on the use of the following: disk operating systems, word processing, spreadsheet, and database management programs. The use, evaluation, and selection of appropriate computer hardware and software.

**Text/Materials**

Required Text: Microsoft Office 2013 Illustrated Series, First Course, Introductory, Course Technology, 2013

**Course Objectives**

1. Demonstrate proficiency in the use of the three major software packages presented in class.

B. Solve management problems using the software available.

C. Evaluate the hypothetical purchase of an agricultural business computer system (hardware/software) with justification and prices for each component.

**Course Learning Outcomes**

* + 1. Determine an appropriate business need, define the problem, design a solution, and complete a significant software project example using the three major software packages (word processing, spreadsheets, and data base management).
    2. Identify and compare various types of specialty software available to the business manager.
    3. Utilize telecommunications to access business networks and other networks useful to business applications.
    4. Evaluate computer applications as a management tool for businesses and recommend courses of action to address specific needs or problem areas.
    5. Complete specific business projects that demonstrate the ability to identify and solve problems using computers.
    6. Evaluate and select computer hardware appropriate to business applications.

**Course Outline**

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| **Course Outline** | |  |  |  |  |
|  |  |  |  |  |  |
| Week | Date |  |  | **Units** | **Companion Assignments** |
| 1 | 8/15/2016 | Day 1 |  | First Class | Computer Basics |
| 1 | 8/16/2016 | Day 2 |  |  | My Type of Business |
| 1 | 8/17/2016 | Day 3 |  | Word Unit A | File Mgmt |
| 1 | 8/18/2016 | Day 4 |  |  |  |
| 1 | 8/19/2016 | Day 5 |  |  |  |
| 2 | 8/22/2016 | Day 6 |  | Word Unit B | Hardware |
| 2 | 8/23/2016 | Day 7 |  |  | Software |
| 2 | 8/24/2016 | Day 8 |  |  |  |
| 2 | 8/25/2016 | Day 9 |  | Word Unit B | Operating Systems |
| 2 | 8/26/2016 | Day 10 |  |  |  |
| 3 | 8/29/2016 | Day 11 |  | Word Unit C | Application Software |
| 3 | 8/30/2016 | Day 12 |  |  |  |
| 3 | 8/31/2016 | Day 13 |  |  |  |
| 3 | 9/1/2016 | Day 14 |  |  |  |
| 3 | 9/2/2016 | Day 15 |  |  |  |
| 4 | 9/5/2016 | Day 16 |  | Word Unit D | Hardware/Software Project |
| 4 | 9/6/2016 | Day 17 |  |  |  |
| 4 | 9/7/2016 | Day 18 |  |  |  |
| 4 | 9/8/2016 | Day 19 |  | Unit Completion |  |
| 4 | 9/9/2016 | Day 20 |  | Unit Completion |  |
| 5 | 9/12/2016 | Day 21 |  |  |  |
| 5 | 9/13/2016 | Day 22 |  | PwrPt Unit A |  |
| 5 | 9/14/2016 | Day 23 |  |  |  |
| 5 | 9/15/2016 | Day 24 |  |  | Internet |
| 5 | 9/16/2016 | Day 25 |  |  |  |
| 6 | 9/19/2016 | Day 26 |  | PwrPt Unit B |  |
| 6 | 9/20/2016 | Day 27 |  |  | Security |
| 6 | 9/21/2016 | Day 28 |  |  |  |
| 6 | 9/22/2016 | Day 29 |  |  |  |
| 6 | 9/23/2016 | Day 30 |  |  |  |
| 7 | 9/26/2016 | Day 31 |  | PwrPt Unit C | Computer Networks |
| 7 | 9/27/2016 | Day 32 |  |  | Business in CA |
| 7 | 9/28/2016 | Day 33 |  |  |  |
| 7 | 9/29/2016 | Day 34 |  |  |  |
| 7 | 9/30/2016 | Day 35 |  |  |  |
| 8 | 10/3/2016 | Day 36 |  | PwrPt Unit D |  |
| 8 | 10/4/2016 | Day 37 |  |  |  |
| 8 | 10/5/2016 | Day 38 |  |  |  |
| 8 | 10/6/2016 | Day 39 |  |  |  |
| 8 | 10/7/2016 | Day 40 |  |  |  |
| 9 | 10/10/2016 | Day 41 |  | Excel Unit A |  |
| 9 | 10/11/2016 | Day 42 |  |  | Formulas |
| 9 | 10/12/2016 | Day 43 |  |  |  |
| 9 | 10/13/2016 | Day 44 |  |  |  |
| 9 | 10/14/2016 | Day 45 |  |  |  |
| 10 | 10/17/2016 | Day 46 |  | Excel Unit B |  |
| 10 | 10/18/2016 | Day 47 |  |  | Absolute Refs |
| 10 | 10/19/2016 | Day 48 |  |  |  |
| 10 | 10/20/2016 | Day 49 |  |  |  |
| 10 | 10/21/2016 | Day 50 |  |  |  |
| 11 | 10/24/2016 | Day 51 |  | Excel Unit C |  |
| 11 | 10/25/2016 | Day 52 |  |  | Solver |
| 11 | 10/26/2016 | Day 53 |  |  |  |
| 11 | 10/27/2016 | Day 54 |  |  |  |
| 11 | 10/28/2016 | Day 55 |  |  |  |
| 12 | 10/31/2016 | Day 56 |  | Excel Unit D |  |
| 12 | 11/1/2016 | Day 57 |  |  |  |
| 12 | 11/2/2016 | Day 58 |  |  |  |
| 12 | 11/3/2016 | Day 59 |  |  | Binary |
| 12 | 11/4/2016 | Day 60 |  |  |  |
| 13 | 11/7/2016 | Day 61 |  |  |  |
| 13 | 11/8/2016 | Day 62 |  |  | Pivot Table |
| 13 | 11/9/2016 | Day 63 |  |  |  |
| 13 | 11/10/2016 | Day 64 |  | Excel End of Unit |  |
| 13 | 11/11/2016 | Day 65 |  |  |  |
| 14 | 11/14/2016 | Day 66 |  | ACCESS Unit A |  |
| 14 | 11/15/2016 | Day 67 |  |  |  |
| 14 | 11/16/2016 | Day 68 |  |  |  |
| 14 | 11/17/2016 | Day 69 |  |  |  |
| 14 | 11/18/2016 | Day 70 |  |  |  |
| 15 | 11/21/2016 | Day 71 |  | ACCESS Unit B |  |
| 15 | 11/22/2016 | Day 72 |  |  |  |
| 15 | 11/23/2016 | Day 73 |  |  |  |
| 15 | 11/24/2016 | Day 74 |  | Thanksgiving Break |  |
| 15 | 11/25/2016 | Day 75 |  | Thanksgiving Break |  |
| 16 | 11/28/2016 | Day 76 |  | ACCESS Unit C |  |
| 16 | 11/29/2016 | Day 77 |  |  |  |
| 16 | 11/30/2016 | Day 78 |  |  | Programming |
| 16 | 12/1/2016 | Day 79 |  |  |  |
| 16 | 12/2/2016 | Day 80 |  |  |  |
| 17 | 12/5/2016 | Day 81 |  | ACCESS Unit D |  |
| 17 | 12/6/2016 | Day 82 |  |  |  |
| 17 | 12/7/2016 | Day 83 |  |  |  |
| 17 | 12/8/2016 | Day 84 |  |  |  |
| 17 | 12/9/2016 | Day 85 |  |  |  |
|  | 12/14/2016 | Final Exam | | 09:00 -10:50 a.m. |  |

**Attendance**

1. Attendance is mandatory since the majority of learning occurs in the lecture/laboratory environment.
2. Students are personally responsible for obtaining notes/information missed due to an absence. Notes/information can be obtained from a fellow classmate or by meeting with the instructor during regularly scheduled office hours.
3. Please notify the instructor if you know in advance that you will be absent from class.
4. College policy dictates that an instructor should drop a student with two consecutive weeks of unexcused absences (i.e., class meets two times per week, 4 unexcused absences equals a drop: class meets 1 time per week, 2 unexcused absences equals a drop).
5. At the end of the 9th week of instruction, no withdrawals are permitted and the student must receive a grade.
6. Make-up tests and assignments will only be allowed for emergency situations and pre-excused absences.

**Methods for Measuring Student Achievement and Determining Grades**

The methods for measuring student achievement & determining grades are:

###### Writing

###### Term or other papers, laboratory reports, and written homework

###### Problem-Solving

* Exams, homework problems, and laboratory reports

1. Skill Demonstrations

* Class performance and performance exams

1. Examinations
   * Multiple choice, true/false and completion

All assignments are due at the beginning of the class session on the date due. Late assignments can be submitted for grading; however, all late assignments will receive a deduction in the amount of 50% of the overall point value for that specific assignment.

**Course Grade Determination**

Tests will be true/false, multiple choice, short answer, and essay questions. Written laboratory reports and written homework will be required. Course emphasis will be placed on developing written, oral, and computer presentations.

|  |  |  |  |
| --- | --- | --- | --- |
| In Class | 10% | Quizzes | 20% |
| Units | 30% | Exams | 10% |
| Projects | 20% | Blogs | 10% |

Letter grades will be calculated by using the following standard percentage point evaluation:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = under 60%

**Policy on Cheating & Plagiarism**

In keeping with the philosophy that students are entitled to the best education available, and in compliance with Board Policy 5410, each student is expected to exert an entirely honest effort toward attaining an education. Violations of this policy will result in disqualification for the course.

**Accommodations for Students with Disabilities**

If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

**Behavioral Standards**

1. It is a common courtesy to turn off all electronic devices (i.e., cell phones, mp3 players, etc…) when in a group setting. Please exercise this courtesy!
2. Students are expected to conduct themselves in a mature and responsible manner that respects the rights of all other individuals.

**Important Dates**

1. Start of Fall 2016 semester August 15
2. Last Day to drop full-term class and receive refund August 26
3. Last day to add full-term class/to drop a full-term class (no “W” on transcript) in person. September 2
4. Last day to change a Fall class to/from a Pass/No-Pass grading basis September 16
5. Last Day to Drop a Class (letter grades assigned after this date) October 14
6. Veterans’ Day (no classes) November 11
7. Thanksgiving Break (no classes) November 24-25
8. Finals Week December 12-16

**Final Exam (Tentative)**

**Wednesday, December 14th, 09:00 a.m. – 10:50 a.m.**