BT 1010 (formely CIS 1010)

Division: Business and Technology
Department: Business Technology
Course: BT 1010 (formely CIS 1010)
Title: Introduction to Computers and Business Applications
Catalog Description:

BT 1010 is an introductory course covering basic computer concepts and business computer applications. Core computer concepts include hardware components, networking concepts, electronic communication methods, operating systems, principles of the Internet, and future technologies. Students will be taught, through hands-on l ab experience, the basics of multiple business applications, including word processing, spreadsheet, and p resentation software.This course meets or exceeds the requirements for CIL (Computer and Information Literacy) certification. This course serves as a prerequisite to BT 2010.

General Education Requirements: N/A
Semesters Offered: Fall, Spring
Credit/Time Requirement: Credit: 3; Lecture: 3; Lab: 0
Clock/Hour Requirements: 0
Offered for Non-Credit: Yes
Prerequisites: Basic English and math skills

Corequisites: N/A

Justification:

This course meets the demand for an introductory computer course for beginners, non-computer majors, and Business majors. This course meets or exceeds the requirements for CIL (Computer and Information Literacy Certification).This course serves as a prerequisite to completion of the Business Computer Proficiency required for matriculation into college and university business schools in the state of Utah and meets or exceeds the Board of Regent's Business Core Advisory Committee's requirement.This course will help students understand the computer age and prepare them to use computers to improve their academic performance in many areas of study and in their lives.This course helps prepare students for job readiness at graduation and/or transfer to a four-year college.

Student Learning Outcomes:

Upon completion of this course students will:

- know the major parts of a computer system: what they do, how they work, and how they are best used to prepare documents, spreadsheets, and presentations.
- introduce students to cutting-edge computer-related topics.

Content:

Course objectives will be accomplished by providing students with learning experiences in the following areas:

- Basic Computer Concepts:
  - Overview of the hardware
  - Electronic mail functions, environments, and proper procedures
  - Various types of networks
- Windows Operating Systems and Environment:
  - Basics components of Windows and working with files
  - Familiarization with computer viruses, their types, virusprotection, detection, and removal
- Research Resources:
  - Introduction to various electronic library facilities
  - Information validity and quality
- Ethical Use of Computers:
  - Impact of the computer-oriented society on the individual,including security, privacy, and social and ethical issues of the computer age
  - Software licensing, including: "all rightsreserved," "shareware," "freeware," and "public domain"software
  - Software ownership and sale of software
  - Cyber crime
  - Legal issues and penalties in cases of fraud, negligence, harassment,and nuisance
  - Understanding the college's Acceptable Use Policy
- Emerging Technologies and Alternative Sources for Office Suites, such as, but not limited to:
  - Firefox Extensions, E-Commerce, 3D Computer Graphics, OpenOffice, Picasa
- Word Processing/Document Preparation: meets the requirements for Level One Microsoft Office Specialist and includes such skills as:
  - Manipulating text, customizing documents, and using graphics
  - Creating business documents
- Spreadsheets: meets the requirements for Microsoft Office Specialist and includes such skills as:
  - Building spreadsheets using labels, values, formulas, and basicpredefined functions.
  - Learning to format, save, retrieve, and print out spreadsheets
  - Creating desired graphics and charts from spreadsheet data
  - Analyzing transactions and budgets
- Presentations: meets the requirements for Microsoft Office Specialist and includes such skills as:
  - Creating and customizing a digital presentation
  - Inserting and formatting tables, charts, clip art, and bitmap images

General Education Outcomes:

4) Retrieve, evaluate, interpret, and deliver information through a variety of traditional and electronic media.

Students employ research processes using electronic sources both through the Snow College library and Internet search engines including Boolean logic and search criteria. Students know how to evaluate the available information according to the validity and reliability of the source material by corroborating the data from multiple sources, both online and printed. Students are evaluated on completed research projects. Students

complete assignments using word processing, spreadsheet, and presentation software to show proficiency in retrieving/saving files, as well as collecting content for documents. Students are evaluated by both instructor feedback and feedback from the testing software.

6) Apply computational skills to a variety of contexts.

Students use electronic spreadsheets as a computational tool. Students complete several worksheet projects containing simple math problems, as well as TVM (time value of money) computations.Completed work is evaluated by the instructor and the testing software.

8) Apply ethical reasoning to a variety of contexts.

Students understand the ethical and legal implications for computer users. In addition, students know the acceptable use policies governing the use of computers on the Snow College campus. In addition to ethical discussion throughout the course, students write a position paper expressing their views of the impact, upon themselves, of the unethical use of computers by others. The instructor provides evaluation and feedback to the student.

Key Performance Indicators:

Student Performance is measured by their understanding of concepts studied, "hands-on" practice of concepts learned, and demonstrated skill and understanding of each unit studied. Students receive instructor feedback on projects and exams. The following approximate percentage breakdown will be used to determine a final course grade:

- Projects: 50% of the final grade
- Computer and Information Literacy exams: 50% of the final grade

Any student who does not pass each exam with an 80% or higher grade cannot receive a higher grade than C+. This is a statewide mandate which was agreed upon by all Utah higher education institutions.

Representative Text and/or Supplies:

- *Microsoft Office 2007* New Perspectives First Course, Ann Shaffer, et al, orequivalent text(s) (current edition)
- SimNet, a commercial web-based tutorial system, is provided as additional "hands-on" training for the computer concepts, Windows operating system, and Microsoft Office applications covered in the course, or equivalent testing software (current version)

Optimum Class Size: 16
Maximum Class Size: 24

Signatures:

I hereby submit this course syllabus:

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Yvonne Williams, Masters, Assistant Professor

I hereby find this course consistent with the goals and resources of the Business Technology Department:

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Lisa Anderson, MS, Associate Professor, Chair

I hereby find this course consistent with the goals and resources of the Business and Technology Division:

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Doug Dyreng, MS, Associate Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

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Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

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Michelle Olsen, MLS, Campus Librarian (Richfield Campus)