# BT 1010

**Division:** Business and Technology
**Department:** Business Technology
**Course:** BT 1010
**Title:** Introduction to Computers and Business Applications
**Catalog Description:**

BT 1010 is an introductory course covering basic computer related topics and business computer applications. Computer related topics include basic computer concepts, ethics, operating systems, research, and Internet features. Students will also be introduced to various technologies such as: Firefox extensions, audio editing, video editing, computer graphics, command line, cloud computing, Linux Mint, web development, photo editing, image creation, computer programming, open office, and Web 2.0. Students will be taught the basics of multiple business applications, including word processing, spreadsheet, database, and presentation 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, Summer
**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) for matriculation into Southern Utah University, Weber State University, Utah Valley University, and Dixie State College and meets or exceeds the Board of Regent's Business Core Advisory Committee's requirement. This course will prepare students to improve their academic performance in many areas of study and in their lives by using technology. 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 basic computer concepts, operating systems, and internet features. Understand ethical issues and how to locate and cite research materials.

- Understand basic concepts and be able to use basic features in Word, Excel, PowerPoint, Access, and the Windows operating system.
- Be familiar with current computer technologies, such as: Firefox extensions, audio editing, video editing, computer graphics, command line, cloud computing, Linux Mint, web development, photo editing, image creation, computer programming, open office, and Web 2.0.

**Content:**

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

- Basic Computer Concepts:
    - Basic parts of computer hardware and the processing cycle
    - Computer software, application software, and maintenance
    - Memory, storage, and networking
- Operating Systems and Environment:
    - Basics components of Windows and file name extensions
    - File management tools such as My Computer and/or Windows Explorer
    - Features to create and/or use of menus, toolbars, shortcuts, and help
    - Digital Telephony and protection
- Research Resources:
    - Internet connections and browsers
    - Electronic library databases and Internet searches
    - Email: etiquette, file attachment, and manipulation of attached files
- Ethical Use of Computers:
    - Security, privacy, and social and ethical issues of the computer age
    - Software licensing and basic copyright laws
    - E-Commerce, cybercrime and Internet security
    - Types of computer viruses, virus protection, and removal
    - Snow College's Acceptable Use Policy
- 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 basic predefined functions.
    - Learning to format, save, retrieve, and print out spreadsheets
    - Creating desired graphics and charts from spreadsheet data
    - Analyzing transactions and budgets
- Access: meets the requirements for Microsoft Office Specialist and includes such skills as:
    - Creating a database which contains customer, contract, and invoice information
    - Creating tables
    - Updating and retrieving information
    - Using forms and reports
- 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
- Introduction of current computer technologies, such as but not limited to, Firefox Extensions, cloud

computing, computer programming, audio editing, Linux Mint, open office, video editing, web development, computer graphics, photo editing, command line, image creation, and Web 2.0

**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 at Snow College campus. Students receive feedback from the CIL ethics exam.

**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.

- Projects
- Computer and Information Literacy exams

**Representative Text and/or Supplies:**

- *Microsoft Office 2010* New Perspectives First Course, Ann Shaffer, et al, orequivalent text(s) (current edition)
- SAM, a commercial web-based tutorial and assessment system, which provides additional "hands-on" training and assessment 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:

Yvonne Williams, Masters, Assistant Professor

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

Lisa Anderson, MS, Associate Professor, Chair

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

Doug Dyreng, MS, Associate Professor, Dean

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

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

Michelle Olsen, MLS, Campus Librarian (Richfield Campus)