ISAT 229 Section 5 — Computing for Business Administration
Information Systems Technologies/School of Information Systems and Applied Technologies
College of Applied Sciences and Arts /Southern Illinois University at Carbondale

Spring 2015

INSTRUCTOR: XiaoDong Jung
OFFICE: ASA 105, M & W 8:30 – 9:30 A.M. & T 8:30 - 11:00 A.M. (Other times by e-mail appointment)
PHONE: (618) 453 – 7227 (no voice mail, no answer means I am either in class or off campus)
E-MAIL: xdjing@siu.edu (The most effective way to contact me)
Website: http://www.xdjung.siuc.edu
Mailbox At ISAT main office, ASA 106, 8:30 A.M – 4:30P.M.
CLASS MEETING: 12:35 - 1:50 P.M. (M & W), ASA 112C

COURSE DESCRIPTION:
This course provides an overview of microcomputer applications including a brief introduction to Windows 8 and computer concepts, Microsoft Windows 2013, Microsoft Office 2013, Microsoft Word 2013, Microsoft Excel 2013, Microsoft Access 2013, Microsoft PowerPoint 2013, creating Web pages, and integration of the applications.

PREREQUISITE: None

PREREQUISITE TO:

COURSE OBJECTIVES:
Upon successful completion of the course, the student should be able to:
1. Explain concepts and techniques related to the use of computers as a communication and data management tool.
2. Demonstrate a working knowledge of basic computer software concepts, terminology and operations through the production of various types of business documents.
3. Create, edit and format data in a variety of different software application
TEXTBOOK AND MATERIALS:

Required:

Text:
GO! with Office 2013 Volume I
Shelley Gaskin/ Alicia Vargas/ Carolyn McLellan
©2014 • Prentice Hall • Spiral Bound, 976 pp
Published 02/26/2013

Data Files for Students: you may download from the publisher Website:
http://wps.prenhall.com/bp_go_office_2013_vol1/ (direct website)
0r
http://www.pearsonhighered.com/go/

Note: Data files are all zipped files, it very important that you extract all files before you are able to use them.

Storage Media: USB Flash Drive

Optional Software:
If you will be doing work at home, the Microsoft Office 2013 software package will be needed. This is NOT a requirement for class.

SIU Online (Desire2Learn or D2L System)

1. Supplementary information for the course is available at https://online.siu.edu The Web site contains class notes, PowerPoint slides, class announcements, the course syllabus, online tests and other information for the course.
2. It is your responsibility to check ISAT 229 – 5 on D2L for the updated information regularly.
3. Grades will be posted on D2L “My Grade” after each test is taken. The grade book will show exactly how you are progressing.
4. ISAT 229-5 D2L will be available to log in on January 21, 2015. If you are the first time user, SIU Online Helpdesk is available at: http://cte.siu.edu/d2lhelp/
5. Your user name and password for D2L log on are the same as your campus Network ID and password.

COURSE REQUIREMENTS:

Lab Assignment: All lab assignments have a point value (with points varying according to difficulty) and must be completed at 100% accuracy to receive full credit. Each completed lab assignment must be ready in USB Flash drive on or before due date to be checked in class and assigned a grade. All other methods (such as by email, in printed copy) will NOT be accepted which is numerically equivalent to zero (0). Late work will lose 10% per day. No exceptions are made so DO NOT ASK.

Exam: There will be four exams given for each unit; each exam contains practical part, (in the format of using computer to test your skill) and written part (in pencil and paper to test your knowledge). No make-ups will be given unless the student presents written proof that qualifies for an excused absence and should e-mail the instructor to make other arrangements immediately. Missed tests will be made up at the end of the semester if other arrangements cannot be made. All makeup exams will be docked 10 percent of the total points (Example; if the exam is worth 100 points, the highest possible points for the makeup test is 90 points). Typically the makeup test is harder than normal.

Tests are used to assess the mastery of the aforementioned objectives of explaining concepts and techniques related to the use of computers as a communication and data management tool and demonstrating a working knowledge of basic computer software concepts, terminology and operations of business documents. **If you did not do the lab assignments and did not do the practice questions, you will find these tests to be very difficult. Therefore, copying someone else’s work will only harm your grade. Don’t take the easy way out — DO THE WORK YOURSELF so you can pass the tests without any difficulty.**

Reading Assignment: You should read the appropriate chapter of the text prior to each lecture, and use the lecture session to clarify and reinforce concepts encountered.

**Do not lag behind.** This will be especially important during each week of the course when the pace is very fast. If you have trouble with the lab assignments or any other aspects, please seek for help ASAP.

METHOD OF EVALUATION:
Lecture Attendance                      10%
Chapter Lab Assignment                  30%
Test                                      60%
                                      100%

The following grading scale will be used:

90 – 100%   = A
80 – 89%     = B
70 – 79%     = C
60 – 69%     = D
Below 59%    = F

**Grades for those students with borderline grades (such as 89 or 79) will be determined by the class participation and a good learning attitude.**

**METHOD OF PRESENTATION:**

Approximately 15 - 30 minutes of classroom lecture/demonstration (Take lecture notes when necessary). Approximately 120 minutes of supervised lab work for each week.

**ATTENDANCE POLICY:**

**Class Attendance:** All students are expected to attend scheduled class sessions on time. In the event of unavoidable absence, the student should notify the instructor via email (no phone call please) before the class session. A student who misses more than three (1/5) class meetings is subjected to receiving a failing grade (F) for the course.

Attendance signup sheet will be passed around promptly at 12:35 P.M.; if you are not there to respond you will be recorded as late for the day. Four such incidents will count as an absence, and each subsequent incident will automatically be marked as an absence.

It is your responsibility to contact a classmate for information on material covered in missed classes, including assignments and/or handouts.

**Lab Attendance:** Each Wednesday’s class has been reserved as the lab time; the instructor will be available to help during this time. If you are not able to finish the lab assignment in class, it is encouraged that the lab also be used at other times in the general access area of other computer labs. Check computer labs open hours.

Pay attention to a special announcement in class about “Optional Lab Attendance” that could benefit students who like to get work done ahead of time.

**Incomplete Policy:** Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be
passing and must have completed a significant portion of the course. Incompletes are the prerogative of the instructor, not the students.

**GENERAL CLASS RULES:**

1. Be on time. Lateness is distracting to your fellow students. If you must be late, please be courteous and open/close the door as quietly as possible and do not cross in front of the class room, unless physical layout of room makes it unavoidable.
2. Turn off cell phones. Turn off computer monitor during lecture time.
3. Be respectful towards your instructor, tutor (if any) and classmates.

**CHEATING:**

Cheating is not tolerated. Anyone caught cheating will automatically receive a zero (0) for this category. Cheating includes: a) turning in someone else’s work as your own; and b) allowing someone else to turn in your work as his/her own and/or c) having someone else turn in your work for you when you are not in attendance. The ISAT Policy on Academic Dishonesty was approved on 3/30/2001 and will be enforced. See ISAT Website (http://www.xdjung.siuc.edu/AcademicDishonesty.html) for Policy on Academic Dishonesty

**Special Note regarding campus safety:**

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 students 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, on the BERT website at www.bert.siu.edu, at the Department of Public Safety’s website at www.dps.siu.edu (disaster drop down) and in the 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.

The instructor reserves the right to make changes as may be required to the course syllabus. Students will be notified of syllabus changes.

**ISAT 229 – 5**

Class Activity and Assignment Schedule ASA 112C (12:35 – 1:50 P.M.)
<table>
<thead>
<tr>
<th>Week</th>
<th>Monday (Lecture/Demo/Lab/Performance test)</th>
<th>Wednesday (Lab/Written Test)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>• Holiday (no class)</td>
<td>▪ “A good beginning is half done”</td>
</tr>
<tr>
<td>1/19, 21</td>
<td>• For each hands-on practice save in USB drive, omit all “Printing” (No hard copy for this class)</td>
<td>▪ Fill out “Student Information” sheet, go over syllabus</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td>▪ Windows 8 &amp; Basic computer concepts</td>
<td>▪ Lab</td>
</tr>
<tr>
<td>1/26, 2B</td>
<td>▪ Lecture/Demo Word Ch 1 (1A: Flyer, 1B: Information Handout)</td>
<td>▪ Last day to check Word 1A &amp; 1B in class</td>
</tr>
<tr>
<td>WORD</td>
<td>▪ Read and perform the steps for Activities 1.01-1.16</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Read and perform the steps for Activities 1.17-1.29.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Check Word 1A &amp; 1B in class (if you get them done earlier)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
<td>▪ Lecture/Demo Word Ch 2 (2A: Resume, 2B: Cover Letter &amp; Resume)</td>
<td>▪ Lab</td>
</tr>
<tr>
<td>2/2, 4</td>
<td>▪ Read and perform the steps for Activities 2.01-2.11</td>
<td>▪ Last day to check Word 2A &amp; 2B in class</td>
</tr>
<tr>
<td></td>
<td>▪ Read and perform the steps for Activities 2.10-2.24</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Follow the same saving pattern for all activities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Check Word 2A &amp; 2B in class</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 4</td>
<td>▪ Lecture/Demo Word Ch 3 (3A: Research Paper, 3B: Newsletter with mailing labels)</td>
<td>▪ Lab</td>
</tr>
<tr>
<td>2/9, 11</td>
<td>▪ Read and perform the steps for Activities 3.01-3.14.</td>
<td>▪ Last day to check Word 3A &amp; 3B in class</td>
</tr>
<tr>
<td></td>
<td>▪ Read and perform the steps for Activities 3.15-3.29.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Check Word 3A &amp; 3B in class</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 5</td>
<td>*Word Performance Test</td>
<td>* Word Written Test (closed book)</td>
</tr>
<tr>
<td>2/16, 18</td>
<td>* Bring textbook</td>
<td></td>
</tr>
<tr>
<td>Word Test</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 6</td>
<td>▪ Lecture/Demo Excel Ch 1 (1A: Sales Report with Embedded Column Chart and Sparklines, 1B: Inventory</td>
<td>▪ Lab</td>
</tr>
<tr>
<td>2/23, 25</td>
<td>Valuation</td>
<td>▪ Last day to check Excel 1A &amp; 1B in class</td>
</tr>
<tr>
<td>EXCEL</td>
<td>▪ Read and perform the steps for Activities 1.01-1.17</td>
<td>▪ Word Test result &amp; Current% posted</td>
</tr>
<tr>
<td></td>
<td>▪ Read and perform the steps for Activities 1.18-1.27.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Check Excel 1A &amp; 1B in class</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 7</td>
<td>▪ Lecture/Demo Excel Ch 2 (2A: Inventory Status Report, 2B: Weekly Sales Summary)</td>
<td>▪ Lab</td>
</tr>
<tr>
<td>3/2, 4</td>
<td>▪ Read and perform the steps for Activities 2.01-2.20.</td>
<td>▪ Last day to check Excel 2A &amp; 2B in class</td>
</tr>
<tr>
<td></td>
<td>▪ Read and perform the steps for Activities 2.21-2.35.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Check Excel 2A &amp; 2B in class</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 8</td>
<td>▪ Spring Break</td>
<td>▪ Spring Break</td>
</tr>
<tr>
<td>3/9, 11</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 9</td>
<td>3/16, 18</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>----------</td>
<td></td>
</tr>
</tbody>
</table>
| ● Lecture/Demo Excel Ch 3 (3A: Enterprise Fund Pie Chart, 3B: Tourism Spending Projection with Line Chart)  
● Read and perform the steps for Activities 3.01-3.12.  
● Read and perform the steps for Activities 3.13-3.20.  
● Check Excel 3A & 3B in class | ● Lab  
● Last day to check Excel 3A & 3B in class |

| Week 10 | 3/23, 25  
Excel Test |
|---------|---------|
| ● Excel Performance Test  
(Bring textbook) | ● Excel Written Test  
(closed book) |

| Week 11 | 3/30, 4/1  
ACCESS |
|---------|---------|
| ● Lecture/Demo Access Ch 1 (1A: Student Advising Database with Two Tables, 1B: Student Workshops Database)  
● Read and perform the steps for Activities 1.01-1.17.  
● Read and perform the steps for Activities 1.181-1.25.  
● Check Access 1A & 1B in class | ● Lab  
● Last day to check Access 1A & 1B in class  
● Excel Test result & Current% posted |

<table>
<thead>
<tr>
<th>Week 12</th>
<th>4/6, 8</th>
</tr>
</thead>
</table>
| ● Lecture/Demo Access Ch 2 (2A: Instructors and Courses Database, 2B: Athletic Scholarships Database)  
● Read and perform the steps for Activities 2.01-2.176.  
● Read and perform the steps for Activities 2.181-2.33.  
● Check Access 2A & 2B in class and assign lab points | ● Lab  
● Check Access 3A & 3B in class |

<table>
<thead>
<tr>
<th>Week 13</th>
<th>4/13, 15</th>
</tr>
</thead>
</table>
| ● Lecture/Demo Access Ch 3 (3A: Students and Majors, 3B: Job Openings)  
● Read and perform the steps for Activities 3.01-3.15  
● Read and perform the steps for Activities 3.16-3.24  
● Check Access 3A & 3B in class and assign lab points | ● Lab  
● Last day to check Access 3A & 3B in class |

<table>
<thead>
<tr>
<th>Week 14</th>
<th>4/20, 22</th>
</tr>
</thead>
</table>
| ● Extra Access Lab Time | ● Extra Access Lab Time  
● Last day to check Access 3A & 3B in class and assign lab points  
● Access written Test  
(closed book) |

| Week 15 | 4/27, 29  
Access Test |
|---------|---------|
| ● Access Performance Test  
(Bring textbook) | ● Lab  
● Prepare for PPT performance test |

| Week 16 | 5/4, 6  
Power Point |
|---------|---------|
| ● Class Evaluation  
● Lecture/Demo PowerPoint in general  
● PPT Performance test instruction  
● Access Test result and current% posted | |

| Week 17 | 5/11 - 15  
Finals Week |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><em><strong>Final Exam date/time: Monday (5/11), 12:30 - 2:30 P.M.</strong></em></td>
<td>Have a wonderful summer break!</td>
</tr>
</tbody>
</table>