IT 111 Business IT Applications

***DONNELLY COLLEGE***

Term

Day/Time

Room

3 credits

**INSTRUCTOR INFORMATION:**

Name:

Office Hours:

E-mail address:

**COURSE DESCRIPTION:**

This course will cover computer terminology, hardware, software, operating systems, and information systems relating to the business environment. This course will also explore business applications of software, including spreadsheets, databases, presentation graphics, word processing, and business-oriented utilization of the internet.

**PREREQUISITES:**

Placement into College Level Courses

**REQUIRED TEXTBOOK & SUPPLIES:**

Gaskin, S., Goeghan, D., Vargas, A., and Graviett, N. (2020). Go! All in One: Computer Concepts and Applications, 4th edition. Pearson

**ISBN:** 9780135439036

**PHILOSOPHY OF GENERAL EDUCATION:**

Donnelly College has consistently maintained a strong commitment to the liberal arts and sciences as a foundation for a complete education. The faculty strongly believes that the liberal arts and sciences provide the context through which students can engage with the larger questions about students’ place in the world and their pursuit of truth. Therefore, the College’s general education requirements are designed to ensure that liberal arts and sciences graduates develop a breadth of content knowledge and the skills and abilities which will enable them to become educated participants in a diverse global community.

**DONNELLY COLLEGE LEARNING OUTCOMES:**

1. **Communication Skills**: Students will communicate effectively in writing and speaking.
2. **Technology and Information Literacy Skills**: Students will demonstrate proficiency in information literacy skills.
3. **Symbolic Problem Solving**: Students will demonstrate competency in qualitative and quantitative problem-solving.
4. **Analytical Thinking**: Students will employ reflective thinking to evaluate diverse ideas in the search for truth.
5. **Personal and Interpersonal Skills**: Students will develop an understanding across cultural differences locally, nationally, and internationally.
6. **Academic Inquiry**: Students will engage independently and effectively in lifelong learning.
7. **Values**: Students will demonstrate moral and ethical behavior in keeping with our Catholic identity.

Note: The Philosophy of General Education can be viewed in its entirety on the college’s website.

**PROGRAM LEARNING OUTCOMES:**

In addition to the general education learning outcomes – communication skills, technology, and information literacy skills, symbolic problem solving, analytical thinking, personal and interpersonal skills, academic inquiry, and values – upon successful completion of the Associates of Arts students should be able to demonstrate:

1. Proficiency and creativity in written and verbal communication.
2. Effective use of current technology in support of academic work.
3. Proficient use of qualitative and quantitative methods in problem-solving.
4. Critical and Analytic thinking across a range of disciplines.
5. A commitment to ethics and integrity in academic and professional relationships, within the community and the environment.
6. The ability to conduct research using sources, strategies, and approaches across disciplines.

**STUDENT LEARNING OUTCOMES**:

Upon successful completion of this course, the student will have the ability to:

1. Use integrated software to solve contemporary business-related problems.
2. Integrate features from commonly used programs to generate a properly formatted document.
3. Understand and apply formulas and functions in worksheets and use spreadsheets to create charts that is generated by statistics.
4. Demonstrate the effective use of search engines to find reliable and relevant internet resources.
5. Understand and use the basic concepts of databases, including tables, forms, queries, and exporting functions.
6. Demonstrate effective oral presentation skills using a slideshow as a visual aid.

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| **Donnelly College**  **Learning Outcomes** | **Program Learning Outcomes** | **Student Learning Outcomes** | **Application and Assessment** |
| Students will communicate effectively in writing and speaking. | The student will demonstrate proficiency and creativity in written and verbal communication. (1). | Students will have the ability to demonstrate effective oral presentation skills using a slideshow as a visual aid. | Final application project  Final Exam |
| Students will demonstrate proficiency in information literacy skills. | The student will demonstrate effective use of current technology in support of academic work (2). | Students will have the ability to integrate features from commonly used programs to generate a properly formatted business-related document.  Students will have the ability to understand and use the basic concepts of databases, including tables, forms, queries and exporting functions. | Application projects  Final Exam |
| Students will demonstrate competency in qualitative and quantitative problem-solving. | The student will demonstrate proficient use of qualitative and quantitative methods in problem-solving (3). | Students will have the ability to use integrated software to solve contemporary business-related problems.  Students will have the ability to understand and apply formulas and functions in worksheets and use spreadsheets to create charts that is generated by statistics. | Application projects  Final Exam |
| Students will employ reflective thinking to evaluate diverse ideas in the search for truth. | The student will demonstrate Critical and Analytic thinking across a range of disciplines (4). |  | Students will obtain an 80% or better on project 14A |
| Students will develop an understanding across cultural differences locally, nationally, and internationally. |  |  |  |
| Students will engage independently and effectively in lifelong learning. | The student will demonstrate the ability to conduct research using sources, strategies, and approaches across disciplines (6). | Students will have the ability to demonstrate the effective use of search engines to find reliable and relevant internet resources. | Application projects  Final Exam |
| Students will demonstrate moral and ethical behavior in keeping with our Catholic identity. | The student will demonstrate a commitment to ethics and integrity in academic and professional relationships, within the community and the environment (5). |  |  |

**TEACHING METHODS:**

The concepts of this course will be taught through a combination of lectures, interactive lectures, flipped classroom methods, Socratic questioning, discussion-based learning, case-based learning, collaborative learning, inquiry-based learning, and/or problem-based learning.

**EXPECTATIONS:**

1. Come to Class prepared (textbook, homework, readings done)
2. Be kind and courteous
3. Ask questions
4. Participate
5. Keep open communication. I can be flexible, but please let me know before assignments are due so I have time to help. (48 hours in advance)

**COURSE REQUIREMENTS:**

**Grading procedures:**

Final Exam: There will be a **comprehensive** final exam worth 200 points at the end of week 16.

Quizzes: There are 5, 20-point chapter quizzes. Chapter quizzes may contain multiple-choice, short answer, and/or essay questions.

Participation: There are 50 points available for participation over the course of 16 weeks. Participation includes being prepared for and participating in class discussions and/or activities when attending assigned class periods.

Projects: Projects are important to the mastery of the course material. Doing the projects is not an optional exercise and it is the student’s responsibility to do all work assigned. There are 10 project assignments related to the units and/or lecture material. Each project is worth 50 points.

Final Presentation: The final presentation will demonstrate mastery of course concepts by creating documents, spreadsheets, a database and a presentation during the final week of the course.

Grading Recap and Scale:

Final Exam: 200

Projects: 10 @ 50 points per assignment 500

Quizzes: 5 @ 20 points each 100

Final project/presentation 150

Attendance, Class Participation 50

**Maximum available points 1000**

The grading scale for the course will be as follows:

A=90-100% 900 - 1000 points

B=80-89% 800 - 899 points

C=70-79% 700 - 799 points

D=60-69% 600 – 699 points

A cumulative score below 60% is not passing and will result in an F for the course.

**LATE WORK:** Late work will be reduced at a rate of 10% **per day** it is late NOT class period. After 7 days the assignment will no longer be taken for points.

**NOTE:** Syllabus and schedule are subject to change. There will be information in class, on Canvas, or via email about any changes. It is **your** responsibility to check your student email and Canvas for any changes that are made.

**ACADEMIC INTEGRITY:** “…Academic integrity is to be maintained at all times to insure genuine educational growth. Cheating and plagiarism in all forms, therefore, will be subject to disciplinary action. Serious infractions will be reviewed by an ad hoc committee~~,~~ appointed by the appropriate dean. Appropriate sanctions will be imposed.”

**PLAGIARISM:** Plagiarism-the appropriation or imitation of the language or ideas of another person and presenting them as one’s original work-sometimes occurs through carelessness or ignorance. Students who are uncertain about proper documentation of sources should consult their instructors.

**ACCOMMODATIONS:** In compliance with the Americans with Disabilities Act, Donnelly College will make every attempt to provide equal access for persons with disabilities. Students in need of accommodations must request them in writing from the Vice President of Academic Affairs.

**TECHNOLOGY:** Phones are expected to be put away during class time. If there is an emergency please take your call out in the hallway. Refrain from disrupting class time.

**CIVILITY & DECORUM:** As noted in its Code of Conduct, Donnelly College is committed to maintaining an overall atmosphere of civility and respect. Civility and decorum both inside and outside the classroom are fundamental foundations of the values at Donnelly College. Classroom discussions and interactions outside the classroom will at all times be focused on the learning process and should always be respectful of both students and faculty. In open discussions of ideas and issues, disagreements should focus on ideas and facts. Name-calling and assaults (either in person or on-line) will not be tolerated. Should any problems occur, the instructor should be notified immediately. Those who do not comply with civility and decorum requirements may be subject to a grade reduction and/or other sanctions up to and including dismissal from Donnelly College.

**ATTENDANCE POLICY:**

Attendance: As with reading the text and doing the homework, attendance is not an optional exercise. The student is expected to attend class and participate in his/her own education. **Lack of attendance or poor attendance will be considered in arriving at the final grade. This course has 16 scheduled weeks. Any student with more than three (3) absences may have his/her grade reduced by one letter grade.**

**COVID-19: *All students will be asked to self-report if they must quarantine or have been exposed to COVID-19 by filling out the COVID-19 Incident Report Form***

**EMPOWER: Attendance, mid-term and Final grades will all be recorded in the Empower system. Students should go to Empower for official information about attendance and grades.**

**WITHDRAWAL FROM COURSES OR FROM SCHOOL:** It is the responsibility of the student to withdraw from class. If a student decides to withdraw from a class, ideally, they should see an advisor and the financial aid staff before taking the withdrawal form to the Registrar's office for processing.  However, any verifiable contact (e-mail, fax, phone, mail, etc.) with authorized college personnel expressing the student's intent to withdraw from a class will be honored.

If students withdraw before they have earned their financial aid, they will owe Donnelly College a debt for the unearned portion of the financial aid as well as for any unpaid balances (subject to the College's refund policy). Not attending class is not a withdrawal from class.

**Donnelly College reserves the right to withdraw a student from class(es) if the student does not meet their financial obligations, including two missing or incomplete payments, or loss of financial aid.** Faculty may initiate an administrative withdrawal on the basis of non-attendance. In extreme circumstances (i.e. a disciplinary problem), the Vice President of Academic Affairs may initiate an administrative withdrawal. The student remains responsible for the tuition owed in this instance.

The deadlines for withdrawing from classes are as follows:

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| 14 to 16 weeks | 3 weeks before the end of the class |
| 6 to 8 weeks | 7 weekdays before the end of class |
| 4 to 5 weeks | 4 weekdays before the end of class |
| Less than 4 weeks | Withdrawals are not allowed |

Withdrawal deadline dates will be published in the academic calendar.

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| **Week** | **Class session** | **Reading, Prep, and Assignments** |
| **Week 1** | **Tuesday 8/17:**  Introduction, Syllabus    **Thursday 8/19:**  Introduce Unit 1: Microsoft Office Features & Windows  Assign Project 1A Work on as a group | NONE |
| **Week 2** | **Office Help Features:**  **Tuesday 8/24:**  Work on 1A as a group  **Thursday 8/26**:  Read pp 46-94 (objectives 7-11)  Assign Project 1B  Work Time | **Thursday 8/26:**  Project 1A (Chef Notes) due |
| **Week 3** | **Exploring Windows:**  **Tuesday 8/31:**  Work on Project 1B  Kahoot  Review  **Thursday 9/02:**  Quiz | **Tuesday 8/31:**  Review Chapter 1 Concepts  **Thursday 9/02:**  Project 1B (Hotel Files) due  Quiz 1 |
| **Week 4** | **Unit 2: Creating documents:**  **Tuesday 9/07:**  Assign Project 1A  **Thursday 9/09:**  Work on Project 1A | **Tuesday 9/07:**  Read pp 103-116 (objectives 1-2)  **Thursday 9/09:**  Read pp 116-123 (objectives 3-4) |
| **Week 5** | **Graphics, text boxes and shapes**  **Tuesday 9/14:**  Work on Project 1A  Assign Project 1B  **Thursday 9/16:**  Work on Project 1B | **Tuesday 9/14:**  Read pp 127-139 (objectives 5-6)  **Thursday 9/16:**  Project 1A (Flyer) due |
| **Week 6** | **Google Docs, smart art and lists**  **Tuesday 9/21:**  Work on Project 1B  Kahoot  Review  **Thursday 9/23:**  Quiz | **Tuesday 9/21:**  Read pp 139-140 (objectives 7-8)  **Thursday 9/23:**  Project 1B (Information Handout) due  Quiz 2 |
| **Week 7** | **Unit 3: Creating a worksheet & charting data**  **Tuesday 9/28:**  Assign Project 1A  Work Time  **Thursday 9/30:**  Work on Project 1A | **Tuesday 9/28:**  Read pp 316-326 (objectives 1-2) |
| **Week 8** | **Formulas and formatting cells**  **Tuesday 10/05:**  Work on Project 1A  **Thursday 10/07:**  Assign Project 1B  Work Time | **Tuesday 10/05:**  Read pp 326-344 (objectives 3-6)  **Thursday 10/07:**  Project 1A (Sales Report) due DCLO #3 Symbolic Problem-Solving in VIA |
| **Week 9** | **Data by Range and Formatting a workbook**  **Tuesday 10/12:**  Work on Project 1B  Kahoot  Review  **Thursday 10/14:**  Quiz | **Tuesday 10/12:**  Read pp 347-362 (objectives 7-11)  **Thursday 10/14:**  Project 1B (Inventory Valuation) due  Quiz 3 |
| **Week 10** | **Unit 4: Getting started with Databases**  **Creating and changing a table**  **Tuesday 10/19:**  Assign Project 1A  Work Time  **Thursday 10/21:**  Work on Project 1A | **Tuesday 10/19:**  Read pp 517-544 (objectives 1-3) |
| **Week 11** | **Create a query, form and report**  **Tuesday 10/26:**  Work on project 1A  **Thursday 10/28:**  Assign Project 1B  Work Time | **Tuesday 10/26:**  Read pp 544-553 (objectives 4-5)  **Thursday 10/28:**  Project 1A (Student advising database) due |
| **Week 12** | **Using a template to create a database**  **Tuesday 11/02:**  Work on project 1B  Kahoot  Review  **Thursday 11/04:**  Quiz | **Tuesday 11/02:**  Read pp 557-567 (objective 6-9)  **Thursday 11/04:**  Project 1B (student workshops database) due  Quiz 4 |
| **Week 13** | **Unit 5: Getting started with Presentation software**  **Themes and speaker notes**  **Tuesday 11/09:**  Assign Project 1A  Work Time  **Thursday 11/11:**  Work Time | **Tuesday 11/09:**  Read pp 743-769(objectives 1-4) |
| **Week 14** | **Presentation formatting**  **Tuesday 11/16:**  Work on Project 1A  Watch TEDTALK  **Thursday 11/18:**  Assign Project 1B  Work Time | **Thursday 11/18:**  Read pp 772-782(objectives 5-6)  Project 1A (Company overview presentation) due |
| **Week 15** | **Transition and timing options**  **Tuesday 11/23:**  Work on Project 1B  Thanksgiving break | **Tuesday 11/23:**  Read pp 782-791 (objectives 7-8) |
| **Week 16** | **Transition and timing options**  **Tueday 11/30**  Review  Kahoot  **Thursday 12/02:**  Quiz | **Thursday 12/02:**  Project 1B (Itinerary presentation) due  Quiz 5 |
| **Finals** | **Finals:**  **Tuesday 12/07:**  Last Class  Wrap up  **Thursday 12/09:**  FINAL EXAM | **Tuesday 12/15:**  Final Presentation  **Final Exam (comprehensive)** |

Good Faith Agreement:

*“I pledge to monitor myself for the symptoms of COVID-19 and to observe the 3 “Ws” while on campus: Wash my hands, watch my distance, and wear a mask. I will look out for others and encourage them to stay committed to keeping everyone healthy and I will participate in contract tracing to preserve the wellness of the Donnelly Community.”*

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Student Signature

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Print Name

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Date