



Instructor: Mr. Dwight Strong
Office: Kelce Room 223K
Hours: MWF 10:00 – 11:00, 12:00 – 2:00; TTH 11:00 – 2:00
Phone: 620-235-4540
E-mail: dstrong@pittstate.edu (Please Email me in Canvas)

Textbook

There is no textbook for this course. All content is in Canvas.

Catalog Course Description

An introduction to the use of computer systems in business and industry. Computer hardware and software, data communications, and computer based information systems. Introduction to word processing, spreadsheets, databases, and a survey of programming languages.

Prerequisites

None

Course Objectives / Learning Outcomes

After completing this course a student should be able to:

1. Identify the specifications and configurations of computer hardware.
2. Identify the role of an operating system.
3. Use the Internet to find information and determine its credibility.
4. Use word processing software to create, edit, and produce professional documents.
5. Create spreadsheets and charts for problem-solving.
6. Utilize a database.
7. Use presentation software to create, edit, and produce professional presentations.
8. Identify the ethical and social standards of conduct regarding the use of information and technology.
9. Identify security threats and solutions.
10. Identify the specifications and legal use of computer software
11. Identify basic components of computer networking for home or small networks
12. Articulate the ways a computer represents common forms of data



General Education Goals

- Goal #1: Students should be able to communicate effectively.
- Goal #2: Students should be able to think critically.
- Goal #3: Students should be able to function responsibly in the world in which they live.

Course Schedule

January	17	Computer System Overview	March	14	Spring Break
	19	Application Software		16	Spring Break
	24	Application Software		21	LAB 3: MS Excel II
	26	System Software		23	LAB 3: MS Excel II
	31	Computer Hardware		28	Database Basics, Queries DB Tables & Relationships / Review
February	2	Data Representation / Review		30	Review
	7	EXAM 1	April	4	EXAM 2
		Internet Basics and World Wide		6	MS Access Demo I
	9	Web			
		Internet Basics and World Wide		11	LAB 4: MS Access I
	14	Web		13	LAB 4: MS Access I
	16	Networking and Security		18	MS Access Demo II
	21	Ethics and Computers		20	LAB 5: MS Access II
	23	MS Word Demo		25	LAB 5: MS Access II
	28	LAB 1: MS Word		27	LAB 5: MS Access II
March	2	MS Excel Demo I			
	7	Lab 2: MS Excel I	May	2	MS Powerpoint Demo/Review
	9	MS Excel Demo II		4	LAB 6: PowerPoint
				11	Final Exam

Teaching Methods

These will include lectures and readings from the textbook as well as various homework assignments. There will be some online tutorials available as well as online assignments. There will be lab assignments for each of the Microsoft Office products.



Canvas

Notes from the lectures will be posted on Canvas. There will be online assignments posted on Canvas as quizzes. The descriptions for the Microsoft Office labs will be posted on Canvas, and the final file for each Lab assignment will need to be uploaded to Canvas. The exams will also be online in Canvas.

Attendance Policy

Students are expected to attend class regularly and participate in the activities of the class. Exams will be given on the days indicated in the Syllabus. Any student requesting a different time must contact the instructor at least one week prior to the posted exam date. If there is an emergency, the instructor must be notified as soon as possible and at least one day prior to returning to class.

Assignments and Labs are expected to be turned in on time. The due dates will be posted in Canvas. **Assignments and Labs turned in late will not be accepted.**

Classroom Conduct

Students should conduct themselves appropriately as outlined in the Academic Integrity Policy described below.

Each student is responsible for his/her own assignments. Any student who copies another's work or provides a copy of his/her work to another student will receive a zero for that assignment. Any student who repeats this offense will receive an "F" for the course and may be subject to dismissal from the University due to Academic Misconduct.

Academic Integrity

All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement. Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college's Student Code of Ethics as outlined below. Students shall:

- Refrain from class disturbances.
- Arrive on time and remain until dismissed at all class sessions and to notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.



- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- Prepare for and participate in all classes.
- Treat fellow students, staff, faculty and administrators with respect.
- Prepare assignments and exams honestly.
- Avoid plagiarism or unacknowledged appropriation of another’s work in any academic work. Refrain from giving or receiving inappropriate assistance.
- Dress appropriately, avoiding clothing that is revealing, provocative, or includes offensive language or visuals. Dress as a professional when appropriate at ceremonies and interviews.
- Respect University property and use resources in the most effective and efficient manner.
- Be fair and constructive in the evaluation of faculty.
- Obey the policies, regulations, and laws of the United States of America, The State of Kansas, The Kansas Board of Regents, Pittsburg State University and the Gladys A. Kelce College of Business.

Students with Disabilities

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current [Syllabus Supplement](#).

Course Evaluation Methods

Exams (2)	200 points		
Final Exam	130 points		
Labs (6)	300 points		
Assignments/quizzes up to	<u>110 points</u>		
	740 points		
A (90 – 100%)	B (80 – 89%)	C (70 – 79%)	D(60 – 69%)

Note

The instructor reserves the right to amend and to reorganize this syllabus at any time.