

Course Syllabus

QM IS 130: Computer Based Business Applications

Class hours: 5:00 PM to 6:15 PM

Office Hours:

Monday: 4:00 PM to 5:00 PM

Course Description

This course provides students with a basic information technology background in order to understand tradeoffs in computer for effective use in a business environment. It also provides the student with the basic understanding of the concepts and issues related to computers and computer systems as well as hands-on experience. Microsoft Windows and MS Office software will receive particular emphasis.

Course Objective

At the end of this semester, you (the student) should have a clear understanding of how personal computers work. You should be able to identify various hardware and software components of computers as well as their use in business. You will also be able to effectively use the Microsoft Office software package for your business needs.

Text books

T. O'Leary and L. O'Leary, Computing Essentials: Introductory 2012, McGraw Hill, 2012.

Twitter Account

The twitter account is used only for announcements, instructors will not respond to any questions/comments posted by followers.

Important Class Dates

Date	Event
22/10/2011	Midterm (8:00 – 10:00 AM)
07/01/2012	Final Exam (8:00 – 10:00 AM)

Class Outline

Subject/Chapter	Topics
Chapter 1 - Introduction, IT, The Internet, and you	Information systems, People, Software, Hardware, Data The wireless revolution
Chapter 2 - The Internet, The Web, e-Commerce	The Internet, the Web, Access, Communication, Search tools, e-Commerce
Chapter 3 - Basic Application Software	Application software, word processors, spreadsheets, Database management systems, presentation graphics, integrated packages
Chapter 4 - Specialized Application Software	Specialized applications, Graphics, Audio/Video, Multimedia, Web Authoring
Chapter 5 - System Software	System software, Operating Systems, Device Drivers
Chapter 6 - The System Unit	System unit, Electronic data, System board, Microprocessor Memory, Expansion slots and cards, Bus lines, Ports, Power supply
Chapter 7 - Input & Output	Input Devices: Keyboard, Pointing devices, Scanning devices, Image capturing devices, Audio-input devices Output Devices: Monitors, Printers, Audio-output devices Combination I/O devices
Chapter 8 - Secondary Storage	Storage, Hard disks, Solid state storage, Optical discs, Other types of secondary storage, Mass storage devices
Chapter 9 - Communications & Networks	Communications, Communication channels, Connection devices, Data transmission, Networks, Network types, Organizational Networks
Chapter 10 – Privacy, Security, and Ethics	Threats to privacy, how can we secure systems, and how actions of users affect society

Lab Information

Computer Online Lab	Objective
Microsoft Word	Creating/editing Word documents
Microsoft Power Point	Creating/editing PowerPoint presentations
Microsoft Excel	Creating/editing/programming Excel spreadsheets

Policies

- ☞ **Policy number 1: You are responsible for knowing these policies**
- ☞ **"I didn't know" is not an excuse**
- ☞ **No Cheating**
- ☞ **Be on time for the lecture (remember, class starts at 5:00 PM, not 5:05)**
- ☞ At the beginning of each lecture, I will take attendance, anyone coming after that time will be considered as absent
- ☞ Absence with a valid excuse will still count as an absence
- ☞ Each student is allowed **two absences** (no questions asked), after that, each absence will result in an automatic deduction of 5 points per extra absence from your overall grade
- ☞ Students should check the website for class information regularly, you are responsible for any information posted on the website
- ☞ Each student should turn silent his/her mobile at the beginning of class
- ☞ Make-up Quizzes and Exams: No Makeup quizzes or Exams will be given
- ☞ After a grade is posted, you will have one week to discuss your quiz/project/presentation with your instructor. After that week, the grade is final.
 - For the final exam, the final grades will be posted after 48 hours of your final exam

Grading

The grades for this class are distributed as follows:

Grade	Activity
100	Presentation
100	Quizzes (3 quizzes, drop lowest quiz)
300	Word (150 Points) and Excel (150 points)
200	Midterm Exam
300	Final exam
1000	Total

Grade distribution

Range	Grade
>= 950	A
900-949	A-
870-899	B+
830-869	B
800-829	B-
770-799	C+
730-769	C
700-729	C-
650-699	D+
600-649	D
<= 599	F

Cheating

All of the following acts will be considered as cheating:

- ▶▶ Presenting work that you copied from someone else as yours
- ▶▶ Talking to others during exams or quizzes
- ▶▶ Looking over someone else's exam during the exam or quizzes
- ▶▶ Using your mobile phone during exams or quizzes (regardless of what are you using it for)
- ▶▶ Communicating with anyone else during any quiz or exam
- ▶▶ Presenting work that you copied from the internet or a book as yours
 - ▶ Any text that you would want to include in your work needs to be referenced
 - **Referencing a book example (referenced text is in *italic*):**
..... "*The latest version of the Microsoft Office release has built in support for web enabled features*" (Microsoft Office Demystified, John Davis, 2004, Prentice Hall press, page 243)
 - **Referencing an internet site example (referenced text is in *italic*):**
.... "*DHCP servers assign a unique IP address whenever a new computer or device is connected*" (<http://www.tcpip.org/dhcp.html>)

Punishment for cheating is as follows (from the university guidelines)

- ▶▶ Students will be given an F for ALL of their classes for that semester
- ▶▶ Students can also be denied class registration for the next semester