Eastern Illinois University
Revised Course Proposal
BUS 1950, Computer Concepts and Applications for Business

Banner/Catalog Information (Coversheet)

1. ___ New Course or ___ Revision of Existing Course

2. Course prefix and number: ___ BUS 1950

3. Short title: ___ Computer Concepts/Apps for Bus


5. Hours per week: ___ Class ___ Lab ___ Credit

6. Terms: ___ Fall ___ Spring ___ Summer ___ On demand

7. Initial term: ___ Fall ___ Spring ___ Summer Year: ___ 2015

8. Catalog course description: A study of computer concepts, including the information processing cycle, file organization, telecommunications, and operating systems and systems software. Applications software, including spreadsheets, databases, word processing, presentation graphics, computer communications, and operating systems with graphical user interfaces. BUS 902

9. Course attributes:
   General education component: ___ N/A
   ___ Cultural diversity ___ Honors ___ Writing centered ___ Writing intensive ___ Writing active

10. Instructional delivery
    Type of Course:
        ___ Lecture ___ Lab ___ Lecture/lab combined ___ Independent study/research
        ___ Internship ___ Performance ___ Practicum/clinical ___ Other, specify: 

    Mode(s) of Delivery:
        ___ Face to Face ___ Online ___ Study Abroad
    ___ Hybrid, specify approximate amount of on-line and face-to-face instruction: A maximum of 49% of the course will be online with the remainder face-to-face.

11. Course(s) to be deleted from the catalog once this course is approved. ___ None. This is a revision of an existing course.

12. Equivalent course(s): ___ None
    a. Are students allowed to take equivalent course(s) for credit? ___ Yes ___ No

13. Prerequisite(s): ___ None
    a. Can prerequisite be taken concurrently? ___ Yes ___ No
b. Minimum grade required for the prerequisite course(s)?

   ___  

   c. Use Banner coding to enforce prerequisite course(s)?  ___ Yes  ___ No

   c. Minimum grade required for the prerequisite course(s)?  ___ No one  ___ Chair  ___ Instructor  ___ Advisor  ___ Other (specify)

   d. Who may waive prerequisite(s)?

14. Co-requisite(s):  ___ None

15. Enrollment restrictions

   a. Degrees, colleges, majors, levels, classes which may take the course:  ___ All degrees, colleges and majors

   b. Degrees, colleges, majors, levels, classes which may not take the course:  ___ None

16. Repeat status:  ___ May not be repeated  ___ May be repeated once with credit

17. Enter the limit, if any, on hours which may be applied to a major or minor:  ___ 3

18. Grading methods:  ___ Standard  ___ CR/NC  ___ Audit  ___ ABC/NC

19. Special grading provisions:

   ___ Grade for course will not count in a student’s grade point average.

   ___ Grade for course will not count in hours toward graduation.

   ___ Grade for course will be removed from GPA if student already has credit for or is registered in:

   ___ Credit hours for course will be removed from student’s hours toward graduation if student already has credit for or is registered in:

20. Additional costs to students:

   Supplemental Materials or Software  ___ Students are required to purchase software that includes learning modules, assignments and hands-on exams (approximate cost: $50.00) and a thumb drive for data storage. Currently the Learning Management System (LMS) utilized is SAM.

   Course Fee  ___ No  ___ Yes, Explain if yes

21. Community college transfer:

   ___ A community college course may be judged equivalent.

   ___ A community college may not be judged equivalent.

   Note: Upper division credit (3000+) will not be granted for a community college course, even if the content is judged to be equivalent.
Rationale, Justifications, and Assurances (Part I)

1. _X_ Course is required for the major(s) of __All majors in the School of Business and Family and Consumer Science Majors with AFHM concentrations__

   _X_ Course is required for the minor(s) of __Management Information Systems___

   ___Course is required for the certificate program(s) of ____________

   _X_ Course is used as an elective in the Business Administration minor.

2. **Rationale for proposal**: This is a revision of an existing course that is designed to help students learn fundamental computer concepts and develop a foundation in using business applications software including word processing, spreadsheets, database, and presentation software. This is an update to the course with changes that allow the course to be taught in a hybrid or online environment.

3. **Justifications for (answer N/A if not applicable)**

   Similarity to other courses: N/A

   Prerequisites: N/A

   Co-requisites: N/A

   Enrollment restrictions: N/A

   Writing active, intensive, centered: N/A

4. **General education assurances (answer N/A if not applicable)**

   General education component: N/A

   Curriculum: N/A

   Instruction: N/A

   Assessment: N/A

5. **Online/Hybrid delivery justification & assurances (answer N/A if not applicable)**

   **Online or hybrid delivery justification**: Offering and instructing this course through a hybrid or online model allows and increases the enrollment probability of students in the Summer semester who have moved away from campus and may attempt an equivalent course at another institution. An online course gives EIU the opportunity to market to these students as well as other students interested in taking the course in an alternative format.

   **Instruction**: Lectures from the face-to-face courses will be recorded and posted online for students to view. All faculty who will deliver this course online are/will be OCDI (or appropriate equivalent) trained.

   **Integrity**: Students will take quizzes and exams through an online testing taking monitoring system, or they will take them at a proctored facility such as a community college in their area.

   **Interaction**: At the discretion of the faculty, provisions and requirements would vary but generally will utilize Email, Web-Based Discussions, and Web-conferencing.
Model Syllabus (Part II)

Please include the following information:

1. Course number and title: BUS1950 Computer Concepts and Applications for Business

2. Catalog description: A study of computer concepts, including the information processing cycle, file organization, telecommunications, and operating systems and systems software. Applications software, including spreadsheets, databases, word processing, presentation graphics, computer communications, and operating systems with graphical user interfaces. BUS 902

3. Learning objectives.
   After successful completion of the course, students will:
   1. Describe the role of the information processing cycle (input, output, processing, and storage) in the business computer environment (CT2, WCR1-3).
   2. Identify key concepts of communications in business computing, including computer-to-computer links, use of Internet, and electronic mail (WCR1-3).
   3. Demonstrate the use of disk operating system commands, file management, file storage management, file naming conventions, and graphical user interfaces.
   4. Perform report generation; template design; financial, statistical, and logical functions; file importing and exporting; and creating charts and graphs using spreadsheet software (QR1-3).
   5. Demonstrate the use of database software including table creation and modification, data entry, sorting and selecting records using logical operators, and simple forms, queries and reports (QR1-3).
   6. Demonstrate the use of word processing software including tables, styles, comparing documents, and templates (WCR1-3).
   7. Generate presentations using presentation software that properly include elements of presentation design, outlines, transitions, and the inclusion of objects from external sources (WCR1-3).

4. Course materials.
   • SAM (Skills Assessment Manager), ©2013, Course Technology Cengage Learning
5. Weekly outline of content.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>Computers and digital basics</td>
<td>5 hours of class time</td>
</tr>
<tr>
<td>3</td>
<td>Word: creating, editing, &amp; formatting documents; reports,</td>
<td>2.5 hours of class time</td>
</tr>
<tr>
<td></td>
<td>desktop publishing, &amp; mail merge</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>PowerPoint: creating &amp; editing presentations &amp; graphic objects</td>
<td>2.5 hours of class time</td>
</tr>
<tr>
<td>5</td>
<td>The Internet</td>
<td>1.25 hours of class time</td>
</tr>
<tr>
<td>5</td>
<td>Word/PowerPoint integration</td>
<td>1.25 hours of class time</td>
</tr>
<tr>
<td>6</td>
<td>Excel: creating spreadsheets, modifying worksheet properties,</td>
<td>2.5 hours of class time</td>
</tr>
<tr>
<td></td>
<td>cell formats, selecting &amp; replacing cell content.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Digital Media</td>
<td>1.25 hours of class time</td>
</tr>
<tr>
<td>7</td>
<td>Excel: Cell styles, tables, number formats, hiding rows/columns,</td>
<td>1.25 hours of class time</td>
</tr>
<tr>
<td></td>
<td>basic formulas</td>
<td></td>
</tr>
<tr>
<td>8-9</td>
<td>Excel: absolute &amp; relative references, cell series, statistical</td>
<td>3.75 hours of class time</td>
</tr>
<tr>
<td></td>
<td>formulas, logic (if) formulas, conditional formatting, charts &amp;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>graphs, Excel Capstone</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>The computer industry</td>
<td>1.25 hours of class time</td>
</tr>
<tr>
<td>10</td>
<td>Access: creating databases, tables, fields, data types, simple</td>
<td>2.5 hours of class time</td>
</tr>
<tr>
<td></td>
<td>queries</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Access: design view, primary and foreign keys, relationships,</td>
<td>2.5 hours of class time</td>
</tr>
<tr>
<td></td>
<td>importing data, referential integrity</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Access: calculated fields, advanced criteria queries, logic</td>
<td>2.5 hours of class time</td>
</tr>
<tr>
<td></td>
<td>functions</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Access: creating &amp; modifying forms, form controls</td>
<td>2.5 hours of class time</td>
</tr>
<tr>
<td>14</td>
<td>Access: creating &amp; modifying reports, report filters</td>
<td>2.5 hours of class time</td>
</tr>
<tr>
<td>15</td>
<td>Access Capstone Projects</td>
<td>2.5 hours of class time</td>
</tr>
<tr>
<td>16</td>
<td>Final Exam</td>
<td>2 hours</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>37.5 hours of class time + 2 hours final exam</td>
</tr>
</tbody>
</table>

6. Assignments and evaluation, including weights for final course grade.

**Word**
- 1 Module @ 30 Points 30 Points 4%

**PowerPoint**
- 1 Module @ 30 Points 30 Points 4%

**Excel**
- 3 Modules @ 30 Points 90 Points
- 1 Review Assignment @ 20 Points 20 Points
- 1 Hands-On Examination @ 60 Points 60 Points
  Total 170 Points 24%

**Access**
- 3 Modules @ 30 Points Each 90 Points
- 1 Review Assignment @ 20 Points 20 Points
- 1 Hands-On Examination @ 60 Points 60 Points
  Total 170 Points 24%

**Capstone Projects**
- 1 Excel Project with Questions @ 50 Points 50 Points
- 1 Access Project with Questions @ 50 Points 50 Points
  Total 100 Points 14%

**Computer Concepts**
- 2 Examinations @ 40 Points Each 80 Points
- 6 Modules 60 Points
- 1 Final Examination @ 60 Points 60 Points
  Total 200 Points 30%

**TOTAL** 700 Points 100%
7. Grading scale.

This course will use a standard grading scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100% (630-700 pts)</td>
<td>A</td>
</tr>
<tr>
<td>80-89% (560-629 pts)</td>
<td>B</td>
</tr>
<tr>
<td>70-79% (490-559 pts)</td>
<td>C</td>
</tr>
<tr>
<td>60-69% (420-489 pts)</td>
<td>D</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
</tr>
</tbody>
</table>

8. Correlation of learning objectives to assignments and evaluation.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Training modules</th>
<th>Quizzes</th>
<th>Homework Assignments</th>
<th>Hands-on Exams</th>
<th>Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>4</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date approved by the discipline: Approved by MIS/OM Discipline on October 21, 2014
Date approved by the department or school: 11/12/14
Date approved by the college curriculum committee: 12/10/14
Date approved by the Honors Council (if this is an honors course):
Date approved by CAA: 1/22/15    CGS: Not Applicable