

BA 6000 - Introduction to Computer Concepts (3 credits - 4 hrs/wk)

Required for Accounting, Business Administration, Retail Merchandising, Fashion Design and others
No Prerequisites – INTEGRATIVE STUDIES PROGRAM LINK WITH BA 1100 & BEH 8202 - (revised Spring 2015)

A. BULLETIN DESCRIPTION: Introduces the applications of word processing, spreadsheets, and presentation graphics—and the Internet. Students learn conceptual and operational skills necessary to successfully compete in the modern computer business environment. (Not open to those who completed TEC 02500, CP 01100 or CIS 01100.)

B. OUTCOMES: Students will...

1. Know the *terminology* of modern computer systems and their effects on business with the stress on microcomputer applications.
2. Operate IBM-compatible microcomputers, Windows operating system, and the MS Office 2013 "suite": Word, Excel, PowerPoint and an Internet browser. *Be able to demonstrate and apply skills to BA11 projects.*
3. Further individual interests and understanding of computers for personal and career use.

C. RESOURCES:

1. **Discovering Microsoft Office 2013** (Martin, Wiley, 2013) - *Lab Manual*
2. "Flash" Memory Stick (1-2Gig)

D. METHODS OF INSTRUCTION:

1. Classroom lecture and *discussion*
2. Microcomputer Lab Demonstration/Instruction.
3. Microcomputer use: tutorials and lab projects using application software in word processing, spreadsheets, and presentation graphics.
3. Extra Credit projects and additional readings from current periodicals.

E. METHODS OF EVALUATION:

1. Class participation - 5%
2. Computer Lab Projects - 40%
3. Class Examinations: Midterm & FINAL - 50%
4. Homework assignments & readings - 5%
5. Extra Credit Projects - as appropriate

F. NOTE: ACCESS-ABILITY SERVICES (AAS)

AAS (D205, 718-368-5175) provides appropriate accommodations and assistance to students with disabilities. Please contact them if needed.

G. NOTES:

- 4 absence limit! (2 latenesses = 1 absence) Excessive absence will result in penalty grade which may include course failure.
- No make-up for Mid-Term exam.
- Plan ahead: "DUE" dates are not "DO" dates!!!
- **Academic Dishonesty:** You are expected to do your own work. If you cheat or copy someone else's work (or allow yours to be copied) you will be graded with ZERO or course failure. (KCC's plagiarism policy is at www.kingsborough.edu.)
- **Civility** and respect for others is essential in an academic environment. Any acts of harassment and/or discrimination based on race, gender, age, sexual orientation, religion, or ability will not be tolerated.
- **Electronics:** Your cell phone MUST be silent during class (and turned OFF during exams)! No texting! Any laptop/netbooks MUST BE USED solely for note-taking.

H. TOPICS:

- 1- Overview of Computer Concepts
- 2- Hardware: System Unit, Input, Output, Secondary Storage
- 3- Application and Systems Software
- 4- Telecommunications and Networks
- 5- The Internet, Web, Security, Ethics, & Privacy

Concurrent Lab Work:

- Hardware, Windows 7 OS
- Word Processing – Word 2013
- Spreadsheets and Charts – Excel 2013
- Presentation Graphics – PowerPoint 2013
- Internet Browsing – Internet Explorer

I. LABORATORY PROJECTS – (PAY ATTENTION TO DUE DATES!)

Word Processing: 4 Word (& BA1100 Report)
Spreadsheets: 5 Excel (& BA1100 Chart)
Presentation Graphics: 1 PwrPt (& Class Present.)
Additional EXTRA CREDIT may be submitted by completing Appendix or other approved projects.

J. COURSE TRANSFERABILITY (3 credits):

Bklyn (CIS5.2), John Jay (MAT260), Medgar Evers (CIS211), NYC Tech (DP309). Elective at City, Lehman, Queens, Hunter (if AAS)

BA60 Syllabus (continued)

K. SKILLS LIST

A. BASIC WINDOWS SKILLS

1. Hardware – Components and processing for Input/Output/Secondary Storage
2. Windows Fundamentals – use of mouse, desktop, launching programs
3. Managing files with the “Computer” window: copy, rename, delete

B. WORD PROCESSING

1. Launching and Exiting Word
2. Entering Text
3. Saving and Opening a Document
4. Fixing Mistakes with Autocorrect, Overtypes, Spellcheck, Inserting, Deleting
5. Using Find and Replace
6. Centering, Underlining, and Bolding Text
7. Setting Margins, Tabs, and Line Spacing
8. Moving and Aligning Text
9. Printing Documents
10. Indenting Paragraphs
11. Adding Footnotes and Page Numbers
12. Using Tools—Spelling, Grammar, and Thesaurus
13. Changing Fonts and Adding Clip Art

C. SPREADSHEETS

1. Launching and Exiting Excel
2. Entering Data and Issuing Commands
3. Saving a Workbook
4. Changing Data
5. Using Formulas and Built-In Functions
6. Changing Cell Appearance
7. Copying Cell Contents
8. Inserting and Deleting Rows or Columns
9. Printing Worksheets
10. Using the IF Function
11. Freezing Titles and Absolute Addressing
12. Creating Charts
13. Enhancing Worksheet Appearance
14. Filters (DO NOT DO Pivot Tables)
15. Embedding Excel into Word*

D. PRESENTATION GRAPHICS

1. Launching and Exiting PowerPoint
2. Creating and Saving a New Presentation
3. Views: Normal, Slide Sorter, Outline, and Slide Show
4. Enhancing with Text and Graphics
5. Printing Presentations
6. Changing the Presentation’s Look: Layouts and Designs
7. Adding Transitions and Builds
8. Adding Special Effects
9. Getting Images from the Internet
10. Creating PowerPoint slides from Word Outlines*

E. DATABASE (Extra Credit Option)

1. Launching and Exiting Access
2. Creating a Table Structure
3. Entering Data and Exiting
4. Adding New Records
5. Editing Records
6. Viewing Table Data
7. Creating and Using Queries
8. Deleting, Sorting, and Finding Records
9. Creating and Printing Reports
10. Modifying a Report Template

F. OTHER SKILLS

1. Using Mailmerge with Word and Excel
2. Using an Internet Browser
3. Understanding URLs and hyperlinks
4. Web Researching with a search engine
5. Intro to Windows 8
6. Comparison to other software: OpenOffice, WordPerfect, Lotus 1-2-3, Quattro Pro, etc.

* Topic covered in Lab Manual Appendix