

BA 6000 - Introduction to Computer Concepts - **HYBRID** (3 credits)

LEARNING COMMUNITIES LINK WITH BA 1100 & BA 5050 - (revised Fall 2022)

A. BULLETIN DESCRIPTION: Introduces word processing, spreadsheets, presentations & the Internet. Presents conceptual and operational skills necessary to successfully compete in modern business.

B. OUTCOMES: Students will...

1. Describe the *terminology* and development of modern computer systems.
2. Learn to use Microsoft Office 2019 (Word, Excel, PowerPoint) and an Internet browser.
3. Apply skills to lab manual & linked projects in Word, Excel & PowerPoint.
4. Further individual interests for personal use.

C. RESOURCES:

1. **Discovering Microsoft Office 2019** (Martin, Wiley) *Lab Manual*. **KCC Bookstore has print book, or rent an eBook from Wiley—see the next page for instructions. (Please get it now!)**
2. You will have use of a computer and the correct software in the KCC Lab. If you want to work at home, you will need a PC or a Mac & Office 2019 (or 365) software. **Office 365 is available for free. See our class Bb page.**
3. A memory stick of 1-2 Gig to save your files.

D. METHODS OF INSTRUCTION:

1. Lecture (PowerPoints)
2. Software Introductions (PowerPoints & lab).
4. Microcomputer use: software demonstrations.
5. Independent student work in class using microcomputers & lab manual.

E. METHODS OF EVALUATION:

1. Lab Manual & Link Projects - 40%
2. In Blackboard: Chapter QUIZZES (9) – 25%
3. FINAL Examination - 25%
4. Class Participation – 10%
5. Extra Credit Projects - as appropriate

F. NOTE: ACCESS-ABILITY SERVICES (AAS)

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

G. TO CONTACT ME: Ask in lab, or by email:

██████████ I will reply as soon as possible, usually within 3-4 hours.

H. NOTES:

- You must come to LAB on Wednesdays, visit Bb at LEAST once each week to watch the class lectures and submit quizzes & projects when they are due. Excessive absence will result in penalty grade.

- This class is hybrid: Lessons & quizzes are on Blackboard, lab work will be done in class on campus. Additional lab work may be done at home.
- **MAC Users:** Make sure to see the Lab Manual MAC Supplement—a separate file available in Bb that lists all Mac commands.
- Plan ahead: “DUE” dates are not “DO” dates!!!
- **Academic Dishonesty:** You are expected to do your own work. Copying other’s work (or allowing yours to be copied) will be graded with ZERO for that project or course failure. (KCC’s plagiarism policy is at www.kingsborough.edu.)
- **Civility** & respect for others (especially in discussion) is essential in an academic environment. Any harassment or discrimination based on race, gender, age, sexual orientation, religion, or ability will not be tolerated.
- **Technical Support for problems with email, computers, software:** Call 718-368-6679 or email helpdesk@students.kbcc.cuny.edu.
- **Academic Support:** Free tutoring services MAY be available. Look at kbcc.cuny.edu/tutorialservices/homepage.html.

I. 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 search, Malware

Concurrent Lab Work:

- Intro to Hardware, Windows 10
- Word Processing – Word 2019
- Spreadsheets and Charts – Excel 2019
- Presentation Graphics – PowerPoint 2019

J. LABORATORY PROJECTS

Word Processing: 4 (& LINK Report)

Spreadsheets: 5 (& LINK Spreadsheet & Graph)

Presentation Graphics: 1 (& LINK Presentation)

Additional EXTRA CREDIT: Lab Manual Appendix

K. COURSE TRANSFERABILITY (3 credits):

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

WELCOME to BA6000 – Introduction to Computer Concepts

Welcome to BA6000, where you will expand your knowledge of how a computer works and how to use the most current and popular business software in word processing, spreadsheets, and presentation graphics. This class meets on WEDNESDAYs in M322 from 10:20am to 11:20am. The rest of the work is done online in Blackboard.

TO START:

1. The KCC Computer Lab has PC computers & Microsoft Office 2019. If you want to use your own computer, you will need **Microsoft Office 2019** (or **365**) installed on it. To get a free copy of Office 365, click the Bb START HERE: COURSE INFORMATION link for instructions. (For help, contact the KCC Helpdesk at 718-368-6679 or email helpdesk@students.kbcc.cuny.edu.) If you are using a MAC, also download the free PDF booklet (found in COURSE INFORMATION) that describes the different MAC commands you will be using.
2. You **MUST** have the **LAB MANUAL** (*Discovering Microsoft Office 2019*). You can buy a print book at the KCC Bookstore (about \$50) or you can rent an eBook (about \$16). (Although print is the easiest to read, you can read the eBook on your computer or a smartphone if you bring it to class.) Please get the lab manual **as soon as possible**, but before the first week of class ends.
To rent an eBook:
 - a. Go to Wiley.com. In the Search box, type **Discovering**
 - b. Scroll down to, and click, "Discovering Microsoft Office 2019," select a rental option (120-day rental, 150-day rental or buy it), then follow the instructions to download.
3. You also need a thumb drive (memory stick) that you will use to save your work in the lab each week,



EXPECTATIONS:

1. This class is *hybrid*, meaning that it meets once a week in the KCC Lab, but the rest of the week, you can do the work in Blackboard whenever you want. However, **each week** you should:
 - a. Check your KCC email regularly.
 - b. Visit Blackboard **at least once a week**. All assignments for the week will be posted Sunday mornings. (They can be found in COURSE CONTENT-WEEKLY ASSIGNMENTS.) Attendance will be taken based on your class attendance and your visits to Blackboard, as well as quizzes and the final exam.
 - c. **WATCH** the weekly PowerPoint lessons (listed in the assignment). You can also download the notes that summarize the lesson.
 - d. Take the weekly short QUIZ about the lesson. (Found in COURSE CONTENT-WEEKLY QUIZZES.)
 - e. Come to class on WEDNESDAYs from 10:20am to 12:30pm in Room M322. Bring your lab manual and a memory stick to save your work. You will do your lab work there.
 - f. **IMPORTANT:** In CLASS (and at home if you want) READ and work through the lab manual AT LEAST up to the page listed in the assignment—you can always go further if you want.
2. Complete and submit assigned projects by the due date.

Feel free to ask questions in the lab, or **e-mail** me at any time: [REDACTED] I will reply as soon as possible (usually within a few hours.) You can also “visit” my office hour on Tuesdays (10am to 11am) in Blackboard Collaborate (instructions in the START HERE: COURSE INFORMATION section).

ONE LAST NOTE: This course is part of a “linked” learning community with BA1100 and BA5050. Not only do you get credit in all three classes for your “linked” projects, but you also have three professors that work together to support you. Welcome, and good luck this semester!

**PLEASE READ THIS COMPLETELY!! You may want to print it out to keep as a reference.
(It will also be posted on Blackboard in COURSE CONTENT.)**

BA6000 FALL 2021 DETAILED LEARNING OBJECTIVES:

The following lists what you should be able to do at the END of each week:

WEEK 1 - INTRODUCTION (9/12)

1. Identify the steps to various course operations (e.g., set up a browser, locate weekly assignments and projects, use Blackboard Collaborate).
2. Describe basic computer components: *input, processing, storage, output*.
3. Describe Windows 10 startup and exit procedures.
4. Identify the components of the Windows desktop and a typical window.

WEEK 2 - LESSON #1 – Introduction to Computers & Hardware (9/19)

1. Explain what is meant by computer “hardware” and provide examples.
2. Describe which properties of computers make them useful to business.
3. Identify the four basic computer parts and compare their function to humans.
4. Describe the four major steps in the writing process.
5. Define word processing and list four advantages to using it.
6. In Word, demonstrate launching, exiting, entering text, opening and saving a document, inserting and deleting text, using Spellcheck.

WEEK 3 - LESSON #2 – The System Unit (9/26)

1. Distinguish among computer sizes and capabilities.
2. Identify how CPU “chips” are categorized.
3. List the major manufacturers of CPUs and computers that use them.
4. Describe the generations of CPU development.
5. In Word, demonstrate finding/replacing text; setting/removing centering, underlining, bolding; format painter; changing margins, tabs, & line spacing; moving & aligning text.
6. Acquire Internet data about company history, competitors and products/services.

WEEK 4 – WORD CHAPTER WEEK (10/3)

1. In Word, demonstrate printing, the Open dialog box; indenting; setting & removing page breaks; creating footnotes and page numbering; spellcheck, grammar, thesaurus, readaloud, & translate; changing fonts; clip art; columns.
2. Begin the Word projects in the lab manual and LINK.

WEEK 5 - LESSON #3 – Memory (10/10)

1. Demonstrate mastery of Word skills in lab manual & LINK projects.
2. Describe the differences between binary and decimal systems.
3. Identify the historical technologies used to store bits.
4. Differentiate between bits and bytes.
5. Compare the four units of memory that categorize bytes.
6. Define and contrast RAM and ROM.

WEEK 6 - LESSON #4 – Input (10/17)

1. Explain the relation between columnar paper and electronic spreadsheets.
2. Define the terms cell, column, and row and explain how they are related.
3. Differentiate among the three entries that can be made in a cell.
4. Define “input” and identify its major categories—give an example of each.
5. Contrast the layout of QWERTY and Dvorak keyboards.
6. In Excel, demonstrate launching; exiting; opening and saving a workbook; entering and changing data; and using formulas and built-in functions;

WEEK 7 - LESSON #5 – Output (10/24)

1. Define “pixel” and explain its relation to computer screens.
2. Differentiate among the various computer screens—both monochrome & color.
3. Define “hardcopy.”
4. Summarize the differences between impact & non-impact printers—give examples.
5. In Excel, demonstrate setting column width, cell alignment, value format, and copying.
6. Acquire data from the Internet about company and competitor annual net income.

WEEK 8 - LESSON #6 – Secondary Storage (10/31)

1. Distinguish between Input/Output and Secondary Storage.
2. Explain how paper and magnetic media record information.
3. Differentiate between sequential and direct access and provide examples of each.
4. Identify two modern replacements for magnetic media.
5. Define EEPROM.
6. In Excel, demonstrate freezing titles; using absolute addressing; tracking & fixing errors; creating & modifying charts and sparklines; modifying sheet tabs; enhancing cell appearance; using lookups; and applying data filters.

WEEK 9 – EXCEL CHAPTER WEEK (11/7)

1. Demonstrate mastery of Excel skills in lab manual & LINK projects.

WEEK 10 - LESSON #7 – Software (11/14)

1. Identify which component of the Computer System “triangle” is most important.
2. List at least four business software applications.
3. Explain what is meant by a “suite” program.
4. Distinguish between “shareware” and “freeware.”
5. Identify three forms of malware and how to protect against them.
6. Define presentation graphics and list two modern presentation graphics programs.
7. In PowerPoint, demonstrate launching, exiting, entering text, opening and saving a presentation, adding slides, apply views (normal, outline, slide sorter, slide show), inserting and deleting text, changing fonts, and adding clip art.

WEEK 11 - LESSON #8 – Telecommunications & Modems (11/21)

1. Define “telecommunications.”
2. Describe at least four early forms of telecommunications.
3. Explain how an acoustic coupler operates.
4. Discuss the purpose of a modem and give two examples.
5. In PowerPoint, demonstrate printing, applying a design theme, adding transitions and builds, running a slide show, adding animation, creating morph transitions, and embedding Internet images.

WEEK 12 - LESSON #9 – The Internet and Search Engines (11/28)

1. Explain why the Internet is known as the “World-Wide Web.”
2. Define an ISP.
3. Identify four basic connection options and explain the strengths/weaknesses of each.
4. Explain the purpose of a Web browser.
5. Provide an example of a valid URL.
6. Differentiate between a search engine and a metasearch engine.
7. FINISH LINK PROJECT #3 – POWERPOINT and **UPLOAD IT!**

WEEK 13 – PRESENTATION & REVIEW WEEK (12/5)

1. Demonstrate mastery of PowerPoint skills in the lab manual project.

BA6000-█ FALL ONLINE Materials

The following materials appear on our Blackboard page in COURSE CONTENT each week during the semester (except for #1 which appears in START HERE - COURSE INFORMATION).
Once posted, materials REMAIN available ALL SEMESTER for your reference.

1. **BLACKBOARD References** – Posted in **START HERE - COURSE INFORMATION** section.
 - a. GETTING STARTED (PowerPoint)
 - b. BA60 WELCOME NOTICE (PDF) – with instructions about getting the lab manual.
 - c. BA60-Syllabus-2021 SPR (PDF) -- with SCHEDULE on page 4.
 - d. HOW TO DOWNLOAD OFFICE 365 (PDF)
 - e. HOW TO FIND ASSIGNMENTS (PowerPoint)
 - f. HOW TO UPLOAD TO BLACKBOARD (PowerPoint)
 - g. HOW TO JOIN THE OFFICE HOUR (PowerPoint)
 - h. HOW TO SET UP YOUR WEB BROWSER (PowerPoint)
 - i. MAC OS 2019 Supplement (PDF) – if you use a MAC, download this.
 - j. COLLABORATE CONTROLS (PDF) – for use with Office Hour.

2. **LINKED PROJECT directions** – Posted in **PROJECTS** two weeks before due.
 - a. BA60 LINK PROJECT 1 – Word (PDF) – 10/14
 - b. BA60 LINK PROJECT 2 – Excel (PDF) – 11/11
 - c. BA60 LINK PROJECT 3 – PowerPoint (PDF) – 12/2

3. **CLASS PowerPoint Lectures (& notes)** – Posted in **WEEKLY ASSIGNMENTS** on Sundays.
 - a. CLASS #1 – INTRO TO COMPUTERS - 09/19
 - b. CLASS #2 – THE SYSTEM UNIT – 09/26
 - c. CLASS #3 – COMPUTER MEMORY – 10/10
 - d. CLASS #4 – INPUT – 10/17
 - e. CLASS #5 – OUTPUT - 10/24
 - f. CLASS #6 – SECONDARY STORAGE – 10/31
 - g. CLASS #7 – SOFTWARE – 11/14
 - h. CLASS #8 – TELECOMMUNICATIONS – 11/21
 - i. CLASS #9 – THE INTERNET & SEARCH ENGINES – 11/28

4. **SUPPLEMENTAL PowerPoint Lectures** – Posted to **WEEKLY ASSIGNMENTS** as shown.
 - a. WHAT IS WORD PROCESSING – 09/19
 - b. BA60 #1 Keyboards – 10/17
 - c. WHAT IS A SPREADSHEET – 10/17
 - d. BA60 #2 Screens & Printers – 10/24
 - e. WHAT IS PRESENTATION GRAPHICS – 11/14
 - f. BA60 #3 Telecommunications – 11/21
 - g. BA60 #4 The Internet & Other Connections – 11/28

5. **ASSESSMENTS** – Quizzes (posted in **WEEKLY QUIZZES**) & Final Exam

COURSE SCHEDULE

Use the LAB MANUAL and do the listed BLACKBOARD items EACH WEEK.
CHECK YOUR KCC EMAIL and our class Blackboard page at least twice each week!

Week (Mon)	Classwork (Online)	Lab (Wed)	Due Dates & Notes
12-Sep	Intro & how to use Blackboard Read “How to...” in CONTENT	Intro to Lab Read I-2 to I15	Respond to my email! (Classes start 9-Sep)
19-Sep	Hardware Overview: Watch Class #1 – Take Quiz #1 & “What is Word Processing”	Word Chapter to W-24	
26-Sep	System Unit: Watch Class #2 – Take Quiz #2	to W-44	Word Link Project (#1) posted in Blackboard
03-Oct	Project Catchup: Word	to W-68 (home)	NO CLASS Wed 10/05
10-Oct	Memory: Watch Class #3 – Take Quiz #3	Submit Word Projects	LINK #1: Company Report Word Projects (6-9) due
17-Oct	Input: Watch Class #4 – Take Quiz #4 Watch BA60 #1: Keyboards & “What is a Spreadsheet”	Excel Chapter to E-26	
24-Oct	Output: Watch Class #5 – Take Quiz#5 Watch BA60 #2: Screens/Printers	to E-43	Excel Link Project (#2) posted in Blackboard
31-Oct	Storage: Watch Class #6 – Take Quiz \$6	to E-65	Do NOT do Pivot Tables.
07-Nov	Project Catch-up: Excel	Submit Excel Projects	LINK #2: Income Data/Chart Excel Projects (1-5) due
14-Nov	Software: Watch Class #7 – Take Quiz #7 & “What is Presentation Graphics”	PowerPt to P-28	PowerPt Link Project (#3) posted in Blackboard
21-Nov	Telecommunications: Watch BA60 #3 & Class #8 Take Quiz #8	PowerPt to P-47	Thanksgiving 11/24-27
28-Nov	The Internet & Search Engines: Watch BA60 #4 & Class #9 Take Quiz #9	Finish PP	LINK #3: Company PowerPoint
05-Dec	Review & Complete missing material	PP Project 7 or 8 or 9	MON 12/5 – Presentation LAST: 12/7, FINAL12/14-17

CLASS LECTURES and PROJECTS are posted on Blackboard each Monday.

OFFICE: Weds 9-10am (M320) or by request for an online “visit” using Blackboard Collaborate

LAB MANUAL (ebook or print): **Discovering Microsoft Office 2019**, Martin (Wiley)

My e-mail: (Prof.Name)[@kbcc.cuny.edu](mailto:kbcc.cuny.edu)

Keep track of your Blackboard “Visits”