

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 & BA 5050 - (revised Fall 2018)*

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 a 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 2016 "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 2016** (Martin, Wiley, 2016) - *Lab Manual* (on loan)
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 late = 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 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:** Cell phones MUST be silent during class (and OFF during exams)! No texting! Laptop/netbooks MUST only be used for notetaking.
- **NO food/drinks** permitted in the class or LAB!

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 10 OS
- Word Processing – Word 2016
- Spreadsheets and Charts – Excel 2016
- Presentation Graphics – PowerPoint 2016
- Internet Browsing – Internet Explorer

I. LABORATORY PROJECTS – (PAY

ATTENTION TO DUE DATES!)

Word Processing: 4 Word (& LINK Report)

Spreadsheets: 5 Excel (& LINK Chart)

Presentation Graphics: 1 PwrPt (& LINK 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. Tables*
11. Indenting Paragraphs
12. Adding Footnotes and Page Numbers
13. Using Tools—Spelling, Grammar, and Thesaurus
14. 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. VLOOKUP statements
15. Filters (DO NOT DO Pivot Tables)

D. PRESENTATION GRAPHICS

1. Launching and Exiting PowerPoint
2. Creating and Saving a New Presentation
3. Viewing the Presentation through 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. Linking and Embedding Objects
2. Using Mailmerge linking Word and Excel
3. Creating PowerPoint from Word Outline
4. Using an Internet Browser
5. Understanding URLs and hyperlinks
6. Researching topics on the Web via a search Engine
7. Comparison to OpenOffice, WordPerfect, Lotus 1-2-3, Quattro Pro.

Week	Lecture/Discussion	Lab (w pg)	Due Dates & Notes
13-Sep		Intro to Class, Graphics	Check your KCC e-mail regularly!
18-Sep		W-34	NO CLASS: Tues 9/18
25-Sep	Hardware Overview System Unit	W-68	
2-Oct	Memory: RAM/ROM Bits & Bytes	Word Projects	LINK: Company Report Word Projects (6-9) due
9-Oct	Input	E-26	
16-Oct	Output	E-43	
23-Oct	Secondary Storage	E-65	Do NOT do Pivot Tables.
30-Oct	Mid-Term Exam (& number conversion)	Excel Projects	LINK: Income Data/Chart Excel Projects (1-5) due
6-Nov	Review & Excel (VLOOKUP, FILTER)	P-28	
13-Nov	Intro to PowerPoint	P-45	
20-Nov	Software Intro: OS & Applications, Antivirus		NO CLASS: Thur 11/22
27-Nov	Telecommunications & Modems	PowerPoint Projects	PP Proj (7,8 or 9) due
4-Dec	Internet: Search Engines	PowerPoint Linked Project	LINK: Company PowerPoint
11-Dec	Review		12/10–Presentation (M357) LAST CLASS 12/11

CLASS: M330 LAB: M322 - OFFICE HOURS (T/Th) by appointment (M320)
 MANUAL: **Discovering Microsoft Office 2016**, Martin (Wiley) – SUPPLIED
 Storage: Flash memory “stick” – any capacity is fine (usually 1-2G)

Email: Edward.Martin@kbcc.cuny.edu

COURSE CALENDAR

Sep		Oct		Nov		Dec	
T	Th	T	Th	T	Th	T	Th
	13	2	4		1	4	6
	20	9	11	6	8	11	
25	27	16	18	13	15		
		23	25	20		Finals: 12/13-19	
		30		27	29		

(Keep track of absences here)

WORD PROJECT: History of Business: COMPANY: _____ DUE: Thurs, Oct 4

(Note: In BA1100, you will be graded on the CONTENT of your project and how well you've responded to the assignment. **In BA 6000, you will be graded on how well you've met EACH of the layout criteria.**)

BA 1100 Assignment Reminder:

Write a 2-page, single-spaced, introduction to your company as follows:

(A) *History*: how it started; how it grew. Make sure you include what you feel were the 4-6 MOST SIGNIFICANT events in the "life" of your company. Include a surprising fact.

(B) *Type of Business*: Introduce the company—Who are they? What do they do? Create a bulleted list of UP TO four main competitors IN RANK ORDER and INCLUDE YOUR COMPANY IN THE LIST—use annual net income figures to back this up (try using GURUFOCUS or Company's ANNUAL REPORT to do research).

(C) *Current Products/Services*: In paragraph form (not a list), identify and talk about the company's products &/or services. When were they introduced?

1. Include a heading as shown at right.
2. Begin each section with its letter and subhead—such as "A. History". LEAVE A BLANK LINE AFTER THE HEADING.
3. Each section should be no longer than two paragraphs. LEAVE A BLANK LINE BETWEEN PARAGRAPHS.
4. Identify all sources in footnotes (at least THREE footnotes in this assignment).
5. PROOF your work. Spelling and grammar errors will detract from your grade. (No HAND-WRITTEN changes allowed.)

BA 6000 Layout:

- a. Page Margins: 1" top/bottom/left/right
- b. Font: Calibri - 12pt.
- c. Alignment: Fully Justified
- d. Single-spaced (remove any extra spacing)
- e. Page numbers—centered at bottom
- f. Heading format:

Your Name Classes – DRAFT 1
Date Your Company

Name: Your first and last name
Classes: List all 3 classes with their sections,
then type "DRAFT 1"
Date: (Use form March xx, 2017)

- g. Then leave a blank line before starting text.
- h. Leave a blank line between each heading and paragraph and between paragraphs.
- i. Do not allow any text "widows" or "orphans" (especially in part "C").
- j. Include footnotes using the following forms:
(1) ARTICLE: Author Last, First. "Article Title," Periodical Title. Vol., Number, Date, page.
(2) INTERNET: Include the complete URL and date viewed in parentheses— .
www.source.ext/etc. (date viewed)
- k. Print and submit THREE copies to BA6000. (Copies will be shared with BA1100 & BA5050).

EXCEL PROJECT: Net Income Trends Spreadsheet & Chart

DUE: Thurs, Nov 1

(Note: You will be graded on the CONTENT of your project and **how well you've met EACH of the layout criteria.**)

Assignment:

1. Using the company assigned to you in BA1100, use the Internet to gather relevant ANNUAL net income data about your company and up to 3 of its top competitors for the past *five* years (2012-2016). Hint: annual reports are a good source. Remember that data reported in January of a year are for the previous year—so data in 1/2015 reflects the YTD for 2014. (Keep a record of your sources.)
2. Create an Excel spreadsheet comparing the *annual* NET INCOME of your company over the past *five* years with its top 2-3 competitor(s).
3. Beneath your spreadsheet, provide a list of all sources that you used to obtain the data
4. Using the spreadsheet data, create a LINE chart comparing the three sets of net income data. **DO NOT INCLUDE AVERAGE IN THE CHART!**

Layout:

Spreadsheet Setup:

- a. Put your name, class, date and the project name "INCOME PROJECT for Company Name" in appropriate cells in ROWS 1 & 2.
- b. Starting in Row 5, enter label data (year) in Column A, your company's data in Column B, and competitors in Columns C, D, & E as needed. (To help with your chart, type an apostrophe before typing each year so it will be treated as a label—as in '2012.)
- c. Label the top of each column with the appropriate company (or abbreviation). **MAKE SURE YOU IDENTIFY THE DATA and UNITS** (Net Income in \$ millions or \$ billions.)
- d. Skip a row and calculate an AVERAGE at the bottom of the numeric data columns.
- e. Two rows BENEATH the average row, add the label "SOURCES:" Beneath this, list all the sources you used to obtain the data shown in your spreadsheet with dates.
- f. Create an appropriate "Line with Markers" graph (chart) **ON ITS OWN SHEET** comparing results. **DO NOT INCLUDE THE AVERAGE** in the graph! Add a title (include your name), a legend and axis labels. (You can also add text boxes to label lines.)
- g. Print **BOTH** the spreadsheet and chart for submission. **SAVE** your Excel file. (You will need it for your PowerPoint project and to copy into your final BA1100 project.) Submit **ONE** copy to BA6000.

POWERPOINT PROJECT:

DUE: Thurs, Dec 6

(Note: You will be graded on the CONTENT of your project and **how well you've met EACH of the layout criteria.**)

Assignment:

Using the data gathered in the “History of Business” Word project and the “Business Income” Excel project, prepare a PowerPoint presentation to do the following:

1. Display the name of your company AND its logo. (If the logo INCLUDES the company name, do NOT type the company name on the title slide.)
2. Identify 3-5 key facts about your company, including one surprising fact at the end of the list.
3. Identify the major products or services of the company.
4. Present the net income data contained in the Excel spreadsheet
5. Display the Excel graph and analyze the results shown in the graph in 3-5 statements including trends.
6. Prepare to present the PowerPoint presentation to the class during the last BA 11 and integrative seminar class (follow guidelines for proper presentation).

Layout:

- a. Select an appropriate business-oriented template design.
- b. Create a six-slide presentation as follows (use the underlined items as slide titles):
 - Slide 1:** in the Title Slide include the Company Name, Your Name, Classes: BA1100/BA6000/BA5050, and date. Insert the company logo (from the Internet).
 - Slide 2:** Key Facts (Title & Content layout): The list MUST use progressive disclosure with DIMMING of previous bullets. *CLEARLY IDENTIFY the surprising fact by color (and make sure it is last).*
 - Slide 3:** Products (Any layout): the list MUST use progressive disclosure with NO dimming. Appropriate clip art or Internet images of products must be added.
 - Slide 4:** Net Income Data (Copy your Excel spreadsheet, resized with color and FONT increased as needed to fit the slide).
 - Slide 5:** Trend Analysis: Use the TWO CONTENT layout.
 - (1) Copy your Excel chart (graph) into the left placeholder. Change the color of the graph lines for best effect.
 - (2) List 3-4 trends in the right placeholder, with NO progressive disclosure.
 - (3) ADJUST the graph size and position as needed.
 - (4) In NOTES PAGE VIEW list a reason (from your BA11 report) for a trend ABOUT YOUR COMPANY.
 - Slide 6:** Blank closing slide (Blank layout).
- c. Create transitions in all slides except the title slide.
- d. Print two pages: a “6 slides-to-a-page” handout AND the SLIDE 5 notes page. Submit the two pages to BA6000.
- e. You will present your slideshow at the final Integrative Seminar – **Monday 12/10.**