

LEEWARD COMMUNITY COLLEGE
Business Technology Division
Course Syllabus –FALL 2006
BUS 101 - BUSINESS COMPUTER SYSTEMS (3.0 credits)

Instructor: Mr. Michael Fujita, Associate Professor

Office Hours:

TR	11:45 – 12:45 2:30 – 3:30 (LCCW)
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Office Location: BE-208

Contact Information: (808) 455-0422, fujitam@hawaii.edu, www.ilearnacc.com

Catalog Course Description:

An introduction to computers and the components of a business computer system, including "hands-on" exposure to elementary applications, and learning how computer technology can be applied to satisfy business needs.

Co-requisites:

None

Prerequisites:

None

Recommended Preparations:

None

Textbooks and other Resources:

1. *Computing Concepts second edition* by Stephen Haag, Maeve Cummings, and Alan Rea, Jr. ISBN 0-07-296779-X
2. *Microsoft Word 2003* by O'leary.
3. *Microsoft Excel 2003* by O'leary.
4. *Microsoft PowerPoint 2003* by O'leary.
5. *Microsoft Access 2003* by O'leary.

Materials

1. USB flash drive or 10 - 3 ½" high density diskettes.

Student Learning Outcomes:

1. Identify and describe software, hardware, communications and network terminology and concepts
2. Describe ethical, legal and social implications of using technology
3. Produce written communication and simple desktop publishing documents using a word processor
4. Use a spreadsheet application to present numeric information, perform analyses, and graph data
5. Demonstrate basic database management skills by creating a database using tables, forms, queries, and reports
6. Create a visual presentation using presentation software to communicate effectively with an audience
7. Use the Internet to research and locate specific information and to communicate using an email application

Grading Policy:

Activity	Points	Grading Scale
Projects (4x150)	600	A = 900 and above
Quizzes (4x25)	100	B = 800 – 899
Exams (4x50)	200	C = 700-799
Group Project (1x100)	100	D = 600 – 699
Total Points	1,000	F = below 600

Student with Disabilities Statement:

Leeward Community College abides by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which stipulate that no student shall be denied the benefits of an education "solely by reason of a handicap." Students with documented disabilities who believe that they may need accommodations in this class are encouraged to contact the Coordinator of the KAKO'O 'IKE (KI) program as soon as possible to ensure that such accommodations are implemented in a timely fashion. The KI office is located in L-208, across from the elevator in the library building or call for information at 455-0421.

NOTES:

1. **Exams:** Out of fairness to fellow students, only one **make-up exams will be allowed** but only for extreme cases such as a death in the family or an illness (Work is not an excuse). **Late exams will be subject to a penalty of 10 points per day.** Call before missing a quiz if possible. It is the student's responsibility to arrange the make-up work within one week of returning to class. It is the student's responsibility to contact the instructor as soon as possible when they miss an exam. All exams must be taken via WebCT.
1. **Quizzes:** Make up quizzes will never be allowed for any reason. All Quizzes must be taken in class via WebCT.
2. **Projects and Assignments:** The importance of projects and assignments cannot be overemphasized as the learning comes from "doing". Some class time will be given to complete assignments and projects, but students are required to work on assignments and projects on their own time as well. The minimum amount of lab and study time for this class is six (6) hours per week outside of class.

All assignments must be submitted via the WebCT drop-box. Any assignment turned in after the due date will be penalized 30 points per day. Assignments will be graded on completeness and accuracy.

3. **Academic honesty:** No student may give or receive help from another during examinations, quizzes, or other graded work; may not hand in, or cause to be handed in another's work as his/her own, nor engage in plagiarism. Failure to adhere to these standards may result in the receipt of a zero for the assignment and/or the grade of "F" for the course.
4. Maximum learning will take place if you are an active participant in the class (i.e. completing the reading and homework assignments on time, and discussing and questioning the work covered). **ALSO, ALLOTING ENOUGH TIME FOR STUDY AND LAB WORK IS CRUCIAL TO YOUR SUCCESS.** Six (6) hours per week OUTSIDE of class is the MINIMUM required study time for this class.