

IS190L Business Problem Solving I

Pass/No Pass (One Credit Course)

CLASS TIME AND PLACE:

Section 1 ~ Tuesday ~ 12:00 pm - 1:50 pm ~ GCB 150

TEXT/ MATERIALS:

SAM (Skills Assessment Management) 2003, Course Technology. Select the SAM icon from the desktop task bar to launch courseware. Courseware only available in GCB 140, 150, and 111 computer classrooms.

COURSE PREREQUISITES

Students taking this course must be able to type 25 wam or higher. If you have no typing skills or type less than 25 wam, please take IS101L to gain or improve this skill.

COURSE OVERVIEW, OBJECTIVES AND OUTCOMES

Business Problem Solving I focuses on preparing students to function within a Windows environment and use word processing, presentation, spreadsheet, and database applications. Students will experience operating systems, graphical user interfaces (GUI), e-mail, and Internet services as they complete the requirements for the course.

Learning Outcomes:

- 1. Format documents: alignment, margins, line spacing, font size, font style, italics, bold, underline, color, and Format painter.**
- 2. Enter text into a document, save, retrieve, re-save, and print.**
- 3. Insert and manipulate graphics and symbols in documents.**
- 4. Add footnotes to a document.**
- 5. Use Microsoft Word's help, Auto Correct, Thesaurus, Find & Replace, and Sort features.**
- 6. Create professional documents using the general templates.**

7. **Create and enter data into a MS Word table.**
8. **Create bulleted lists.**
9. **Address and print an envelope.**
10. **Enter text numbers and formulas in an Excel Worksheet, save, and print.**
11. **Copy a cell to a range of cells using the fill handle and apply the AutoFormat command to format a range.**
12. **Create charts using the Chart Wizard.**
13. **Use the Autocalculate area to determine totals.**
14. **Enter formulas using both the keyboard and point methods, and verify a formula using Range Finder.**
15. **Apply the AVERAGE, MAX, MIN, NPER, and PMT functions.**
16. **Format cells and ranges of cells by changing the font, coloring the characters and background, aligning text, adding borders, formatting numbers using the Format Cells dialog box.**
17. **Rotate text in a cell.**
18. **Insert and delete cells, add a drop shadow to a range of cells, and use the Format Painter tool to format cells.**
19. **Use absolute cell references in a formula, copy absolute cell references, and use the IF function to perform logical test.**
20. **Rearrange sheets in a workbook.**
21. **Create, edit, save, and run a PowerPoint presentation using a design template and text slide layout.**
22. **Print a PowerPoint presentation as handouts and as handouts with notes.**
23. **Create a PowerPoint presentation from an outline.**
24. **Create text slides with multi-level bulleted lists.**
25. **Insert and manipulate graphics (clip arts and photos).**
26. **Add a header and footer to slides.**
27. **Add animation to a PowerPoint presentation (text and graphics).**
28. **E-mail a slide show from within PowerPoint.**
29. **Describe databases and database management systems.**
30. **Create a database.**
31. **Create a table, define the fields in a table, add records to a table, and print the contents of a table.**
32. **Create a custom report and print.**
33. **State the purpose of queries.**
34. **Create a new query, run a query, print the answer to a query, use a query to display selected fields, save a query, and clear a query grid.**

COURSE REQUIREMENTS:

1. ***Preparation and Participation.*** Students are expected to complete assignments on time; to attend all classes; and to prepare for and participate in the activities of each class session.
2. ***SAM 2003.*** Students will use the skills assessment management on-line training to learn the required computer skills and terminology for each application. Log in information will be given to all registered students in the class. **NOTE:** Students will have the option to take a pre-test for each training module and will be exempt from completing the training if they score 85% or higher.
3. ***Class Projects.*** All projects are given to reinforce the application skills covered in the e-learning modules. All assignments will be submitted online. Select the "submit homework" hyperlink to access web page. Log in information will be given to all registered students in the class.

GRADING:

I will make every effort to post your grades in a timely manner. Students are required to view their grades through blackboard. Please be sure that you have registered for a blackboard account and the account is working.

Points will be awarded as follows:

1. **Two (2) points equals a passing grade.**
2. **One (1) point equals a non-passing grade or late submittal.**
3. **Zero (0) indicates no work was completed or a student was absent.**

Assignments/Tests	Points	Requirement
Attendance	**	More than one absence will result in an NP grade.
Class Survey/Syllabus	20	Required
Class Projects	400	Minimum Required 475
SAM Training	700	Minimum Required 675
Points cannot be transferred to another item. Points must be earned in the required category.		

CAVEAT: Subject to Updates