

Introduction to Business Computer Systems

CSI-1002-100



Summer 2026
Online Offering
June 10 – August 4, 2026

Professor: Mr. Chris Jauch
Faculty Website: [Jauch Faculty website link](#)
Email: chris_jauch@ivcc.edu

COURSE DESCRIPTION:

A course for business majors planning to transfer to a four-year institution. Computer concepts; terminology; equipment; system analysis and design; management information systems; and applications are surveyed. Business application skills in the microcomputer areas of spreadsheet, database, word processing, and presentation are emphasized. Use of e-mail and the internet are used throughout the course.

EXPECTED LEARNING OUTCOMES:

Upon completion of the course, you will be able to:

1. identify the parts of a computer system and describe their function.
2. identify the types of software on the market, define the purpose of the different software and how they apply to the business world.
3. demonstrate basic skills in using an operating system.
4. demonstrate basic skills in business software such as word processing, spreadsheet, database, and presentation programs.
5. use the computer as a communication device and research instrument.
6. be an informed consumer in the computer marketplace.
7. demonstrate an understanding of file processing and data storage/retrieval.
8. demonstrate a basic knowledge of a network.
9. identify ethical uses of computers in a business and educational environment.

PREREQUISITE: None, however, a basic understanding of computers will be helpful.

REQUIRED TEXTBOOK:

The course uses an e-book, and you will be using McGraw-Hill's Inclusive Access to access class materials via SIMnet. You will be entering the course via Brightspace and then accessing SIMnet content from there.

SYSTEM REQUIREMENTS TEST: You should complete the SIMnet Systems Requirement Test on your personal computer before starting the course. This will ensure your device is compatible with the course website. Additional information and a link for the test can be found in the Content Section of the Brightspace course under the Resources tab.

RECOMMENDED BROWSERS: Firefox v143+, Edge 139+, Chrome v109+, Safari 10+.

McGraw Hill recommends Google Chrome or Firefox as the most user-friendly browsers.

SIMNET TECH SUPPORT

If you experience a problem that is not something that I can resolve, I will recommend that you contact SIMnet support. There are several ways to contact them. Use this [SIMnet Student-Instant Help link](#) to access SIMnet Student-Instant Help. Try the web access first, and if necessary, use the Contact Us link at the top of the page. If that does not help, then you can use this [McGraw-Hill Digital Technical Support form](#) to initiate a case with McGraw-Hill. Your product is SIMnet. Then complete the “Your Information” and “Product Information” forms, then click the ‘Next’ button. This will create a case number and McGraw-Hill will contact you. You can also use the Chat or telephone, make sure that you look at the times available. They are in Eastern Standard Time (EST) which is one hour ahead of the Central time zone here in Illinois. Please call the SIMnet support line if you are experiencing a problem with SIMnet. The support line has the resources and experience to help you with whatever issue you are dealing with. On the rare occasion the support line can't help, having the case number will help you solve the issue.

ADDITIONAL MATERIALS AND EQUIPMENT

You will need a computer using the Windows operating system. This can be Windows 10 or 11; however, I recommend Windows 11, due to the lack of support from Microsoft for Windows 11. You may also use an Apple (Mac) computer with MacOS. You cannot use a Chromebook for the course. Office 365 cannot be downloaded/installed on a Chromebook. You will need Microsoft Office 365 or have access to a computer with Microsoft Office 365/2024 Professional (Word, Excel, Access, and PowerPoint), web and IVCC Student email access. Illinois Valley Community College offers Office 365 free to IVCC students enrolled in a college credit course. You receive access to fully installed Office applications: Word, Excel, Access, PowerPoint, Outlook, OneNote, OneDrive, and others when installed on the Windows Operating System. You may also use an Apple computer. It must have macOS Big Sur 11.x or later. Anything older than that will not receive updates or have the current features of the programs that will be taught in the class. Additionally, **The MAC VERSION DOES NOT INCLUDE ACCESS.** After logging into your Office 365 Outlook account, click on the app launcher in the upper left corner, select Office 365, then select install Office 365. **You will need to download and use the desktop version to complete the Homework Projects assignments in SIMnet due to the limited functionality of the web and app versions.** Need assistance? Contact the [Student Learning Technologies](#), 815.224.0318 or [Student Learning Technologies email link](#). You can use this [Student Email Information link](#) if you need help with your IVCC Student email and go to the section titled ‘**Microsoft 365 Apps**’. From there, you can click on the link to get instructions from Microsoft, **Download and Install Office 365**. There is also a video I produced to walk you through installing Office 365 if you would like to watch that. It is in the Resources section of your Brightspace course Content. You cannot use other versions of the software such as 2007–2016, the online versions, or the web apps, as they do not contain all the necessary features necessary for the course.

If you do not have a computer at home, or do not have access to a Windows computer to do Access, you may be able to receive a computer loan from the college. Use this link [IVCC Jacob's Library Technology Loan](#) to access the Library's web page to see about Long Term Loan options and to complete the form to request a laptop.

LEARNING MANAGEMENT SYSTEM (LMS) ACCESS:

Illinois Valley Community College currently uses Brightspace by D2L for the Learning Management System (LMS) to access course content and for grading. You will be automatically enrolled in Brightspace and will access your course by logging into Brightspace. Brightspace can be accessed at [Brightspace Main Page link](#). You can find information about logging into and using Brightspace by visiting the [Student Technology Checklist](#) Link.

OFFICE HOURS:

As a part-time adjunct faculty member, I do not have an office on campus. If you wish to meet with me regarding class issues, please contact me via email at Chris_Jauch@ivcc.edu, and we can arrange for meeting via Zoom or a personal meeting on main campus. All this information is located on my faculty webpage [Professor Jauch Faculty website](#), and on the top of this syllabus. You may also access my faculty webpage by going to the IVCC main website and under the IVCC You section, click on Faculty Web Pages, then find my name. Beginning in the Spring 2025 semester, I have begun holding Virtual Office Hours twice a week. These are scheduled Zoom meetings that last for one-half hour each time. I am currently scheduled for Tuesday afternoons at 3:00-3:30pm, and on Thursday evenings from 6:00-6:30pm. I figure those times can meet the needs of most. These days are subject to change depending on other scheduling I may have over the summer. If that does not work, email me for a single Zoom meeting with me.

ASSIGNMENTS:

Weekly: You will have weekly readings including quizzes in the readings. These readings and quizzes are computer graded. Once you get into the Office programs, there will also be homework projects to be completed using each of the Office software components. These projects are also auto graded by SIMnet.

Content for the class from SIMnet will be accessed via the Content link in the Menu Bar. All work is arranged by Week, and all the content listed in a particular week's folder will be due that Saturday night at 11:59pm. The week starts on Sunday and ends the following Saturday.

There will be Discussion Board assignments in Brightspace. The first ones will be a thread introducing yourself to me and the class and then completing information about you and your home computer, so I can understand what capabilities you have at home, and whether you are going to need to use any on-campus computer resources during the course. It also helps me when you write and ask a question to know what operating system you have. Please provide all the information asked for.

Quizzes and Examinations: Quizzes for each of the chapters in the text will be taken in SIMnet. These quizzes, titled Let Me Try, are learning tools and may be taken more than once to enhance the learning. Section examinations for the individual sections of the course, Technology & Windows 11, Word, Excel, and Access will also be found in Brightspace. PowerPoint will not have an individual exam but will be included in the final examination. The course will end with a comprehensive final examination covering all the sections in one exam. Each one of the Office chapters also includes content titled Pause & Practice. These sections are optional and are a way for you to further practice the tasks you just studied. I do not assign the Pause & Practice as a requirement and they are not graded. They are to help you understand the tasks. If you struggle with a task, they are your last place to look before you contact me

or anyone else to help you with content. All examinations are online and can be completed at home on your personal computer. These are open-book examinations.

Homework Projects: Homework projects are completed by using the software component being studied at the time and are completed using Microsoft Office 365/2024. You will access these projects in Brightspace, downloading the required files and instructions, completing the project, then uploading the files to SIMnet to be computer graded. You will have the opportunity to submit your homework assignments **5 times**. After each grading you will be able to make identified corrections and resubmit. SIMnet will keep your highest grade. Watch the course page in Brightspace for additional information about doing homework projects. There is a video link in Brightspace, Content, Resources you watch regarding Homework Projects

Late Submissions: I accept late submissions of work throughout the semester. However, late submissions of homework projects or section examinations will result in a 10% grade penalty. Late readings of the SIMbooks do not incur a penalty. I do not accept late submission of the final examination. The last date for submission of late work is the day before the final exam is due. I do not provide any extra credit assignments for this course.

METHOD OF EVALUATION:

1. Readings & Quizzes
2. Homework Projects
3. Examinations

GRADING:

The grading scale is the standard letter grade scale. The course grade is calculated on a scale of 100%. Grades are weighed and are based on the scale in the following chart:

Table 1 - Grade Weighting table

Content	Weighted Percentage
Chapter Readings	20%
Homework Projects	25%
Examinations 1-4	40%
Final Examination	15%
Course Total	100%

Final letter grades will equate to the following scale:

- A** 90% - 100%
- B** 80% - 89%
- C** 70% - 79%
- D** 60% - 69%
- F** Below 60%

DISABILITY STATEMENT:

This course is designed to support diversity of learners. My hope is to create an inclusive and accessible environment for all of you. If you want to discuss your learning experience, please talk to me as early in the term as possible. If you know you have, or suspect you have, ADHD, a learning disability, Autism Spectrum Disorder, mobility impairment, chronic medical condition, sensory deficit like low vision/blindness or hearing loss/deafness, or psychiatric disability (anxiety, depression, bipolar disorder, post-traumatic stress, and others) that limits your ability to fully access and/or participate in this course, please contact the Center for Accessibility and Neurodiversity in C-211. Tina Hardy tina_hardy@ivcc.edu (224-0284) can help determine what type of services and supports are offered.

CLASS RULES:

ATTENDANCE – Since this is an online offering, there is no classroom requirement. Attendance for financial aid purposes will be determined based on your completion of required coursework. This has been mandated because of Federal Financial Aid requirements, Active Pursuit Standard. “Active pursuit” is defined in this course as the completion of a minimum number of assignments during the first half of the semester. If you have missed two (2) assignments in a row, I will be contacting you to see if there is a problem. If you have missed three (3) assignments in a row and I have not been contacted, I will attempt to contact you. If you have not responded, it can result in an administrative withdrawal from the course. If you do not complete the minimum number of assignments by the date of the midterm, you will be administratively withdrawn from the course. The first set of attendance reporting is the 10-day report. That is reported after the last refund date. You must have completed all work assigned from the beginning of class to that point. Failure to complete classwork will result in an administrative withdrawal. If you meet the 10-day, the next attendance reporting will be done at Midterm and will determine if you remain in the class. You must have completed at least 75% of the coursework during that period.

ACADEMIC INTEGRITY – It is the responsibility of each of you to respect the academic integrity of each class by doing their own work and refusing to assist others in deception. Cheating, copying, fabrication and plagiarism are forms of academic dishonesty. The facilitating of academic dishonesty is also a violation. Students that are caught in any of the above listed violations will be dealt with. First violation will result in a warning, and a reduction of one letter grade on the assignment. A second violation will result in a zero on the assignment. A subsequent violation will result in an automatic failure from the class. These violations will also be reported to the Dean of Workforce Development Division and the Vice President of Academic Affairs in accordance with the Student Code of Conduct. This could also lead to additional sanctions as determined by the college. Further information can be found in the Student Code of Conduct located in the IVCC Student Planner.

IMPORTANT: When grading Homework Projects and Section Exams that have been uploaded to SIMnet, the program can determine if files are shared with other students. Downloaded files are electronically identified by the account the files are downloaded and uploaded by. If you share files or copy and paste information inappropriately, the system will flag the violation and send a report to my instructor account, and you will be notified. ALL instances of inappropriate file or information sharing will be viewed as Academic Dishonesty and result in appropriate penalties according to College Policy. There is no way to identify if you completed the file on your own, so it is assumed that you did not. **DO NOT** use

other student's downloads. The use of another student's file will be identified the same as you turning in someone else's work, an academic integrity violation.

Withdrawals – You can initiate a withdrawal from classes. By completing the form in the Records Office or through the electronic form located within IVCC Self-Service, you are authorizing IVCC to remove them from the course. Entering your student ID number serves as your electronic signature. IVCC has the right to rescind a withdrawal in cases of academic dishonesty or at the instructor's discretion. Admissions & Records office will send a confirmation email to the **student's IVCC email address** and to the **faculty member** once the withdrawal is processed **if received electronically**.

All of you should be aware of the impact of a withdrawal on full-time status for insurance purposes and for financial aid. It is highly recommended that you meet with your instructor or with a counselor before withdrawing from a class to discuss if a withdrawal is the best course of action for you. The instructor still reserves the right to voluntarily withdraw you in accordance with the above listed attendance policy. More detailed information is available at www.ivcc.edu/admissions and selecting the menu item for Withdrawals on the left side of the page. The last date to withdraw from class is **Tuesday, July 21, 2026**.

Please note: All of you will be responsible for checking your IVCC Student email. All electronic college correspondence will only be sent to the IVCC email. **This is the only address the college or you instructors will use**. For information on accessing this account click on the Student E-Mail help link [HERE](#). There are instructions contained there, or you can contact the Student Learning Technologies [HERE](#), or if you are on campus, go to the **IVCC Academic Support Center, A-201**. I will only use your IVCC Student email to contact you. You may contact me via Student email.

IMPORTANT INFORMATION ABOUT AN ONLINE CLASS:

The online version of this course is the same as the face-to-face version, except for you participating in class lectures. You will be doing the same readings, homework assignments, and examinations. The key thing to understand is that **this is not a self-paced course**. You will be responsible for meeting due dates. Failure to meet the due dates will result in a zero, or reduced grade as outlined in the Late Submissions paragraph in the Assignments portion of this syllabus. **Do not** wait until the last minute to turn in work. As a Summer semester course, this course is designed to be completed in 8-weeks. However, it is the same content you would cover in 16-weeks during a regular semester. As a 3-credit hour course, you will be expected to perform 135 hours of coursework to get the required class time. You divide that by the 8-weeks for the semester, and you should be performing 16.88 hours/week. That is why there is so much content to cover every week. So, make sure you are prepared to put in the work.

The readings are to be completed by the specified date. You will earn points for completing the readings and small tasks involved in the readings titled Let Me Try. The readings also contain additional information and will also provide you with tips on how to complete the tasks. The tasks can be completed more than once to maximize your points. The gradebook will automatically record your highest grade. These readings and tasks do not require the Microsoft Office software.

The homework requires you to be using the Microsoft Office products. You will need to either have the software installed on your computer or be using a computer that has the software installed. The **IVCC Academic Support Center, A-201** has lab computers at the college with Microsoft 365/2024. This includes the lab computers at the Ottawa Center. If you live closer to the Ottawa Center, then use this as

a resource. **As mentioned earlier, you cannot use Access on an Apple computer. You will need to use a Windows computer.** You will download the homework package, including instructions, the Start file, and other materials as required, identified as **Resources**, for the project. Once you have completed the project you will upload the project to the website, and it will be graded. The computer grades these homework projects. This means there can be errors, however we have seen few errors with the product. You will get immediate feedback with your grade and can see what you did incorrectly. You will have a chance to correct your errors if you wish and improve your grade. You will be able to complete and turn-in your homework a total of **five times**. The gradebook will record your highest grade. After the due date, you will be able to do, or redo the project and turn it in, however your grade will be reduced (See the Late Submissions Section).

Examinations will be taken on the computer. They will not require the Microsoft Office products. Apart from the Technology exam, the examinations will contain simulations that will be loaded on your computer, and you will do the work from there. The examinations will have a time limit, they are open book, and they can only be taken once. The gradebook will record your score. You will be taking a total of 5 examinations. One each for Technology, Word, Excel, Access, and the final examination. There is no section examination on PowerPoint, it will be included in your final. The final examination is a comprehensive examination covering all the topics covered in the course.

Below you will find the weekly calendar schedule to be followed for the successful completion and submission of work for the class.

COURSE OUTLINE/ASSIGNMENTS CALENDAR:

The following is a tentative course outline and calendar. You are expected to read ahead in the text to be able to successfully prepare for quizzes and examinations. **Make note of all quiz, exam, and homework due dates.** This calendar is a snapshot view of the semester. It is subject to change. The dates provided in Brightspace will be the most current version.

Table 1-Course assignments calendar

Due Dates	Materials Covered and Assignments
<p style="text-align: center;">Gettings Started Week 1 June 10-13, 2026</p>	<ul style="list-style-type: none"> • Brightspace Login • Go to the Content tab, then open the Getting Started: Read Me First folder for initial tasks to perform to start the course. • Watch Course Introduction video. • Complete System Requirements test on personal computer. Make corrections if necessary. • Read and review the course syllabus document, found in the Content tab of Brightspace. Click Course Syllabus link. • Download latest version of Office 365 if you do not have it on your computer. Contact the Student Learning Technologies if you have any questions.

Due Dates	Materials Covered and Assignments
	<ul style="list-style-type: none"> • Complete the Assignment, Student Introduction in Brightspace. The link will be found in the Getting Started, Week 1 folder. This is a graded assignment • Read the following Technology Chapters and complete the Let Me Try quizzes. • Chapter 1: Introduction • Chapter 2: Hardware • Chapter 3: Software • All content is due by 11:59pm on June 13, 2026.
<p style="text-align: center;">Week 2 June 14-20, 2026</p>	<ul style="list-style-type: none"> • Read the following Technology Chapters and complete the Let Me Try quizzes. • Chapter 4: The Internet • Chapter 5: Networking & Security • Chapter 6: Changing the World • Intro Chapter, Windows 11, Office 365/2021, and File Management • View Technology Chapters PowerPoints, if desired, found in Brightspace, Content tab, PowerPoints link • Watch video introduction to the Technology section examination. This is found in Content tab, Resources link. • Complete Technology Section examination. Late submission of SIMnet Homework Project or examination will result in a 10%-point deduction. • All content is due by 11:59pm on June 20, 2026.
<p style="text-align: center;">Week 3 June 21-27, 2026</p>	<ul style="list-style-type: none"> • Read Word Chapters 1-4 • Complete the Let Me Try quizzes • Watch Lecture PowerPoint videos if desired. • Watch video for completing SIMnet Homework Projects. Link found in the Content section of Brightspace, Week 3 folder • Watch help video for Word Chapter 4 homework project. Link found in the Week 3 folder.

Due Dates	Materials Covered and Assignments
	<ul style="list-style-type: none"> • Complete Word Chapters 1-4 Homework Projects • Late submission of SIMnet Homework Project or examination will result in a 10%-point deduction. • All content is due by 11:59pm on June 27, 2026.
<p style="text-align: center;">Week 4 June 28-July 4, 2026</p>	<ul style="list-style-type: none"> • Complete Word Capstone Project • Watch video introduction to the Word Section examination. Link found in Week 4 folder. • Complete Word Section examination • Read Excel Chapters 1-2 • Complete the Let Me Try quizzes • Watch Lecture PowerPoint videos for Excel Chapters 1-2 if desired. • Complete the Excel Chapters 1-2 Homework Projects • Late submission of SIMnet Homework Project or examination will result in a 10%-point deduction. • All content is due by 11:59pm on July 4, 2026
<p style="text-align: center;">Week 5 July 5-11, 2026</p>	<ul style="list-style-type: none"> • Read Excel Chapters 3-4 • Complete the Let Me Try quizzes • Watch Lecture PowerPoint videos for Excel Chapters 3-4 if desired. • Complete the Excel Chapters 3-4 Homework Projects • Complete the Excel Capstone Project • Complete Excel Section examination • Late submission of SIMnet Homework Project or examination will result in a 10%-point deduction. • All content is due by 11:59pm on July 11, 2026.
<p style="text-align: center;">Week 6 July 12-18, 2026</p>	<p><u>UNDERSTAND YOU CANNOT DO ACCESS HOMEWORK PROJECTS ON AN APPLE COMPUTER. IT WILL NOT WORK. YOU MUST USE A WINDOWS COMPUTER</u></p> <ul style="list-style-type: none"> • Read Access Chapters 1-3 • Complete the Let Me Try quizzes.

Due Dates	Materials Covered and Assignments
	<ul style="list-style-type: none"> • Watch Lecture PowerPoint videos for Access Chapters 1-3 if desired. • Complete the Access Chapters 1-3 Homework Projects • Late submission of SIMnet Homework Project or examination will result in a 10%-point deduction. • All content is due by 11:59pm on July 18, 2026.
<p style="text-align: center;">Week 7 July 19-25, 2026</p>	<ul style="list-style-type: none"> • Read Access Chapter 4 • Complete the Let Me Try quizzes. • Watch Lecture PowerPoint video for Access Chapter 4 if desired. • Complete the Access Chapter 4 Homework Project • Complete the Access Capstone Project • Complete Access Section Examination • Read PowerPoint Chapter 1 • Complete the Let Me Try quizzes • Watch Lecture PowerPoint video for PowerPoint Chapter 1 if desired. • Complete the PowerPoint Chapter 1 Homework Project • Late submission of SIMnet Homework Project or examination will result in a 10%-point deduction. • All content is due by 11:59pm on July 25, 2026.
<p style="text-align: center;">Week 8 July 26-August 1, 2026</p>	<ul style="list-style-type: none"> • Read PowerPoint Chapter 2-3 • Complete the Let Me Try quizzes • Watch Lecture PowerPoint video for PowerPoint Chapters 2-3 if desired. • Complete the PowerPoint Chapters 2-3 Homework Projects • Complete the PowerPoint Capstone Project • Complete Access examination • Complete the Assignment, Course Takeaways in Brightspace. Link is found in Week 8 folder • Late submission of SIMnet Homework Project or examination will result in a 10%-point deduction.

Due Dates	Materials Covered and Assignments
	<ul style="list-style-type: none"> • All content is due by 11:59pm on August 1, 2026
<p style="text-align: center;">Final Week August 2-3, 2026</p>	<ul style="list-style-type: none"> • Complete and submit any incomplete or unsubmitted homework or section examinations. August 2 is the final date for submission of late work. Late submission of SIMnet Homework Project or examination will result in a 10%-point deduction. I will not accept any late work after this date. Items must be submitted by 11:59pm. • If not completed, finish the Assignment, Course Takeaways • Complete Final Examination by 11:59pm, August 3, 2025 • All content is due by 11:59pm on August 3, 2026.