

Introduction to Business Computer Systems

CSI-1002-01



Spring 2026

January 9 – May 16, 2026

Monday and Wednesday

9:00 – 9:50am, Lecture, CTC-120

10:00 – 1:50am, Laboratory, CTC-120

Professor: Mr. Chris Jauch

Website: www.ivcc.edu/jauch

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 AND RELATED COMPETENCIES

Upon completion of the course, the student 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

REQUIRED TEXTBOOK

The course uses an e-book, and you will be using McGraw-Hill's Inclusive Access to access class materials via SIMnet. Cost is part of your tuition payment. You will be entering the course via Brightspace and then logging into the SIMnet course from there.

SIMNET REQUIREMENTS

Complete the System Requirements Test below to verify that your browser is compatible with SIMnet. If you use a different computer, please complete this step on that computer.

SYSTEM REQUIREMENTS TEST <https://ivcc.simnetonline.com/sp/requirements>

RECOMMENDED BROWSERS Firefox v135+, EDGE 133+, Chrome v132+, SAFARI 10+,

McGraw Hill recommends Google Chrome or Firefox as the most user-friendly browsers. While some students have been successful using Safari on the Mac, it has caused problems in the past.

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 [link](#), then use the information under the Get Tech Support column. Try the web access first, and if necessary, use the Online link and fill out the form. 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. Eastern Standard Time (EST) is one hour ahead of us here. Please call the SIMnet support line if you are experiencing a problem with SIMnet. The support line has the resources and experience to help students with whatever issue they 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

Students will need the current version of Microsoft Office 365 or have access to a computer with the current version of Microsoft Office 365 (Word, Excel, Access, and PowerPoint), internet, and IVCC Eagle email access. Illinois Valley Community College offers Office 365 download free to IVCC students enrolled in a college credit course. Students receive access to fully installed Office applications: Word, Excel, Access, PowerPoint, Outlook, OneNote, OneDrive, and others when installed on the Windows Operating System. **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. Students must use a computer with the Windows Operating system installed. **Students will need to use the desktop versions of Office 365 programs to complete the Project assignments due to the limited functionality of the web and app versions.** Need assistance? Contact the [Student Learning Technology](#), 815.224.0118 or SLT@ivcc.edu. You can use this [link](#) if you need help with your IVCC Student email. Click this [link](#) to take you to the section to install Microsoft Office 365. **‘To Install the Office 365 Desktop on Your Own Device’**. From there, you can click on the link to get instructions from Microsoft, **Download and Install Office 365**. You cannot use other versions of the software such as the online apps, Office 2007, 2010, or 2013, as they do not contain all the necessary features.

LEARNING MANAGEMENT SYSTEM (LMS) ACCESS

Illinois Valley Community College currently uses Brightspace by D2L for the LMS to access course content and for grading. You will be enrolled in Brightspace and will access your course by logging into Brightspace. Brightspace can be accessed at <https://www.ivcc.edu/brightspace/> You can find information about logging into and using Brightspace by visiting the following link: [Student Technology Checklist](#).

OFFICE HOURS

As a part-time faculty member, I do not have an office on campus. If you wish to meet with me regarding class issues, I am usually in the classroom 30 minutes prior to class and can usually stay after class. If this is not convenient for you, please contact me via email at Chris_Jauch@ivcc.edu, and we can arrange for an appointment or a Zoom meeting. I will be holding Virtual Office Hours twice a week. They are scheduled Zoom meetings that last for one hour each time. They are currently scheduled for

Tuesday afternoons at 3:00-4:00pm, and on Thursday evenings from 6:00-7:00pm. I figure those times can meet the needs of most. These are not mandatory meetings, they are there for you to drop in, if necessary, like meeting with one of your professors in their office on campus. These days are subject to change depending on other scheduling I may have over the semester. If that does not work, email me for a single Zoom meeting with me.

ASSIGNMENTS

Weekly: You will have weekly reading assignments. These readings and assignments are computer graded. The class lectures will cover selected materials contained in the readings. Once you get into the Office programs, there will also be homework projects for each chapter to be completed using the appropriate Office program. These projects are auto graded by SIMnet.

There may also be additional assignments in Brightspace as needed. The college has a limited number of laptop computers available to loan to students, either short-term, or for a complete semester. You will need to contact them quickly as they go fast. See this [link](#) to the Jacobs Library page and click on the [Technology & Equipment Loan Program](#).

Quizzes and Examinations: Quizzes for each of the chapters in the text will be taken in SIMbooks. These quizzes are a learning tool and may be taken more than once to enhance the learning. They are called Let Me Try and more information will be provided in class. Section examinations for the individual sections of the course, Technology, Windows 11, Word, Excel, and Access will also be found in SIMnet, but accessed via 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.

Homework Projects: Homework projects are completed by using the software component being studied at the time and are completed using Microsoft Office 365. Students will access these projects in SIMnet, downloading the required files and instructions, 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. I do this for you to get practice in performing Office tasks. SIMnet will keep your highest grade. Understand if you experience a low grade and want to fix it, you need to do that and submit before the due date. Once the due date passes, and submission will incur a 10% late penalty.

Late Submissions: I accept late submissions of work throughout the semester. If you do the SIMbook readings late, they do not incur a late penalty. However, late submissions of homework projects or section examinations will incur a 10% grade 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. It is up to you to properly allocate your time to complete your work. It is assigned on a weekly basis. The week begins on Sunday and ends on Saturday night at 11:59pm. All work for the week is due Saturday night by 11:59pm.

METHOD OF EVALUATION:

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

4. Classroom Participation

GRADING:

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

Content	Weighted
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%	D	60% - 69%
B	80% - 89%	F	Below 60%
C	70% - 79%		

DISABILITY STATEMENT

This course is designed to support diversity of learners. My hope is to create an inclusive and accessible environment for all students. 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.

CLASSROOM RULES

Attendance – I expect you to be in class. I will be there, and so should you. If you cannot be in class, please notify me via email either before class or as soon as possible thereafter. Failure to attend class will result in your inability to be prepared. I understand things can cause you to be late for class. A few minutes can be excused; however more than a few minutes is not showing respect for me or your fellow students. Class will start promptly at the appointed time. Students should be in the classroom and seated prior to that time. If you have missed two (2) classes in a row, I will be contacting you to see if there is a problem. If you have missed three (3) classes in a row and I have not been contacted, I will attempt to contact you via email. If you have not responded, it can result in an administrative withdrawal from the course. This has been mandated because of Federal Financial Aid requirements, Active Pursuit Standard. “Active pursuit” is defined in this course as the attendance of a minimum of 80% of the class meetings over first half of the semester and completed 75% of the coursework assigned during that period. If you do not attend the minimum number of meetings 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 attended from the beginning of class to that point and completed any work assigned during that period. Failure to attend class 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.

I can excuse an absence on an emergency basis. That is why it is important to communicate with me if you experience a problem.

Inappropriate Behavior – I expect each of you to conduct yourselves in a manner appropriate for adult college students and not be disruptive to the class. I will not tolerate inappropriate behavior during the class period. If I catch anyone being disruptive, I will warn you first. Subsequent behavior will result in my asking you to leave the classroom. Continued behavior will result in you being reported to the Vice President of Student Services. Inappropriate behavior is defined as any behavior that:

- Interferes with another students' ability to learn
- Interferes with the instructor's ability to teach

This includes the use of cell phones and other electronic devices. Make sure these devices are set to vibrate, silent or turned off. Only emergency calls will be accepted. Texting will not be tolerated during class hours. During laboratory periods, the computers will not be used to visit social media sites or conduct outside business. This class experience is preparing you for the workplace and inappropriate behavior is not tolerated there either. I've signed a contract to teach and will give it my best. I expect you to do the same in participating in the educational experience.

Dress – I do not allow the wearing of hats in the classroom. This is a military quirk of mine, and I ask you please respect this.

Academic Dishonesty – It is the responsibility of each student 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 withdrawal from the class and failure. These violations will also be reported to the Dean of Workforce Development Division and the Vice President for Academic Affairs. Further information can be found in the Student Code of Conduct located in the Student Planner.

IMPORTANT – When grading Project Practices and Project Exams that have been uploaded, the SIMnet software can determine if files are shared, or information is copy and pasted across documents belonging to different students. If you share files or copy and paste information inappropriately, the system will indicate an issue in 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. Students need to understand that the use of the SIMnet software results in all work being identified by the student that has downloaded materials or uploaded the assignment. In other words, when you download your homework files for completion, they are identified by the login used to access the files. The files are identified by the software, and if another student attempts to use the same downloaded files, it will result in an academic violation being

flagged by SIMnet. There is no way to identify if the student completed the file on their 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 are turning in someone else's work, an academic integrity violation.

Withdrawals – Students can initiate a withdrawal from classes. By completing the form in the Records Office or electronically in IVCC Self-Service, the student is authorizing IVCC to remove him/her from the course. Entering the student ID number serves as the student's 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 it is received electronically.**

Students 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 students meet with their instructor or with a counselor before withdrawing from a class to discuss if a withdrawal is the best course of action for that student. The instructor still reserves the right to involuntarily withdraw students 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 **Wednesday, April 8, 2026.**

Please note: All students will be responsible for checking their IVCC Student email. All electronic college correspondence will only be sent to the IVCC email. **This is the only address the college or your 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 Help Desk [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.

CLASS MEETING CALENDAR:

The following is a tentative class meeting calendar. You are expected to read ahead in the text to be able to successfully participate in classroom discussions, as well as to prepare for quizzes and examinations. Due to the possibility of extended class discussions or other scheduling conflicts, this schedule may be modified during the semester.

Course Calendar – This course calendar is a snapshot view of the semester. It is subject to change based on class progress, however, consider this your regular assignment base unless instructed otherwise.

Class #	Date	Activity
1	Monday, January 12, 2026	Introduction, Syllabus, Network connections, Eagle Mail, Brightspace, SIMnet, Office 365 download. Technology Chapter 1: Introduction. Read chapter and complete the Let Me Try by 9:00am on day of class.
2	Wednesday, January 14, 2026	Finish Technology Chapter 1, discuss Chapter 2: Hardware; Chapter 3: Software. Read chapters and complete the Let Me Try by 9:00am on day of class.
3	Wednesday, January 21, 2026	Technology Chapter 4: The Internet; Chapter 5: Networking & Security. Read chapters and complete the Let Me Try by 9:00am on day of class.
4	Monday, January 26, 2026	Technology Chapter 6: Changing the World; Introduction to Windows, Office 365, File Management. Read chapters and complete the Let Me Try by 9:00am on day of class.
5	Wednesday, January 28, 2026	Finish Introduction Chapter; Technology section review
6	Monday, February 2, 2026	Word Chapter 1: Creating and Editing Documents. Read chapter and complete the Let Me Try by 9:00am on day of class.
7	Wednesday, February 4, 2026	Word Chapter 2: Formatting and Customizing Documents. Read chapter and complete the Let Me Try by 9:00am on day of class.
8	Monday, February 9, 2026	Word Chapter 3: Collaboration with Others and Working with Reports. Read chapter and complete the Let Me Try by 9:00am on day of class.
9	Wednesday, February 11, 2026	Word Chapter 4: Using Tables, Columns, and Graphics. Read chapter and complete the Let Me Try by 9:00am on day of class.
10	Wednesday, February 18, 2026	Word Section review
11	Monday, February 23, 2026	Excel Chapter 1: Creating and Editing Workbooks. Read chapter and complete the Let Me Try by 9:00am on day of class.
12	Wednesday, February 25, 2026	Excel Chapter 2: Working with Formulas and Functions. Read chapter and complete the Let Me Try by 9:00am on day of class.

Class #	Date	Activity
13	Monday, March 2, 2026	Excel Chapter 3: Creating and Editing Charts. Read chapter and complete the Let Me Try by 9:00am on day of class.
14	Wednesday, March 4, 2026	Excel Chapter 4: Getting and Managing Data. Read chapter and complete the Let Me Try by 9:00am on day of class.
15	Monday, March 16, 2026	Excel Section Review
16	Wednesday, March 18, 2026	Catch-Up, Lab Day
17	Monday, March 23, 2026	Access Chapter 1: Creating a Database and Tables. Read chapter and complete the Let Me Try by 9:00am on day of class.
18	Wednesday, March 25, 2026	Continue Access Chapter 1
19	Monday, March 30, 2026	Access Chapter 2: Using Design View, Data Validation, and Relationships. Read chapter and complete the Let Me Try by 9:00am on day of class.
20	Wednesday, April 1, 2026	Continue Access Chapter 2
21	Monday, April 6, 2026	Access Chapter 3: Creating and Using Queries. Read chapter and complete the Let Me Try by 9:00am on day of class.
22	Wednesday, April 8, 2026	Continue Access Chapter 3
23	Monday, April 13, 2026	Access Chapter 4: Creating and Using Forms and Reports. Read chapter and complete the Let Me Try by 9:00am on day of class.
24	Wednesday, April 15, 2026	Continue Access Chapter 4
25	Monday, April 20, 2026	Access Section Review
26	Wednesday, April 22, 2026	PowerPoint Chapter 1: Creating and Editing Presentations. Read chapter and complete the Let Me Try by 9:00am on day of class.
27	Monday, April 27, 2026	PowerPoint Chapter 2: Illustrating with Pictures and Information Graphics. Read chapter and complete the Let Me Try by 9:00am on day of class.
28	Wednesday, April 29, 2026	PowerPoint Chapter 3: Preparing for Delivery and Using Slide Presentation. Read chapter and complete the Let Me Try by 9:00am on day of class.
29	Monday, May 4, 2026	Catch-Up, Lab Day
30	Wednesday, May 6, 2026	Final Class Review

LIST OF IMPORTANT DATES FOR COLLEGE

This information is provided for students to have access to important dates for the college, including dates the college will be closed.

Date	List of Important Date Information
Monday, January 19, 2026	MLK Day - College Closed
Friday, January 23, 2026	Last day for Refund 16-Week classes
Monday, February 16, 2026	President's Day - College Closed
Friday, March 6, 2026	Development Day - No Classes
Monday, March 9, 2026	Spring Break March 9 through 14, 2026
Wednesday, April 8, 2026	Last Day to Withdraw 16-Week Classes