

American College Dublin

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IB204 BUSINESS COMPUTING

Credits:	3 US credits / 6 ECTS credits
Credit level:	Stage one
Prerequisites:	None
Mandatory:	Yes
Contact hours:	40
Academic Year:	2016 - 2017
Semester:	1
Lecturer:	Mr. Rowland Crawte

MODULE DESCRIPTION

This course describes the various components of computer systems and provides students with an awareness of the possible threats to such systems. In addition to developing an understanding of how to protect against such threats, students will develop skills working with other software applications that are important in business computing. This includes using word-processing, presentation, database, spreadsheet, and website design software for business applications.

INTENDED LEARNING OUTCOMES

Upon successful completion of this module the student will have attained the following learning outcomes:

1. A knowledge of the operational concepts of computers and peripheral devices;
2. An understanding of the concepts surrounding electronic communication;
3. An awareness of the possible threats to computer systems;
4. An understanding of how to minimise threats to computer systems;
5. The ability to use and describe system and software applications;
6. The skills to perform tasks associated with business processes by using software applications. This includes word processing, the creation and delivery of presentations and the design of spreadsheets, databases and websites.

TEACHING METHODS

Lectures, exercises, assignments, readings and group discussions, based on various aspects of computer systems and common software applications.

LEARNING OUTCOMES MAP

Learning Outcomes	Content	Delivery	Assessment
1	Sections 1-4	Lectures, readings and discussions.	Mid-term exam and participation.
2	Sections 1-6	Lectures and discussions.	Mid-term exam and participation.
3	Sections 5-6	Lectures, readings and discussions.	Mid-term exam and participation.
4	Sections 5-6	Lectures, readings and discussions.	Mid-term exam and participation.
5	All Sections	Lectures, readings, class exercises and discussions.	Class exercises, assignments and participation.
6	Sections 7-11	Lectures, class exercises and discussions.	Class exercises, assignments and participation.

COURSE OUTLINE

Electronic and hardware concepts

1. Parts of a typical personal computer
2. Input and output hardware
3. Auxiliary storage
4. Types of operating systems

WEIGHTING

15%

Technology Environments

5. Risks to computer systems
6. Methods of minimizing risks to computer systems

15%

Using the application software

7. Introduction to Microsoft Word
8. Introduction to HTML
9. Introduction to Microsoft Excel
10. Introduction to Microsoft PowerPoint
11. Introduction to Microsoft Access

70%

RECOMMENDED TEXT

John Roche (2009), *Step by Step Computer Applications*, Gill and Macmillan.

INTERNET REFERENCES

www.office.microsoft.com

www.w3schools.com

ASSESSMENT/GRADING

The following must be completed satisfactorily by any student undertaking the standard assessment of the course.

Mid- term exam: The written exam is designed to assess the students understanding of the various hardware components of computers and the software used to minimise the risks present in technology environments.

Assignments (x5): There will be 5 assignments throughout the course that require the students to demonstrate their skills in each of the software applications discussed in class. The assignments will be based on the Microsoft Office suite and include a variety of tasks that must be completed using Word (1), PowerPoint (2), Excel (3), Access (4) and there is also an HTML assignment (5).

Assessment will take the form of:

Participation	10%
Mid-term exam	20%
Assignment 1	15%
Assignment 2	15%
Assignment 3	20%
Assignment 4	10%
Assignment 5	<u>10%</u>
Total	100%

Grading

Each component of the course will be assessed separately. Students will be graded according to the information contained in the ACD Catalogue and the QA Manual which can be found at <http://www.iamu.edu/academics/publications>

ATTENDANCE

Class attendance is necessary for the achievement of intended learning outcomes. In the case of illness it is the student's responsibility to telephone the College office to notify the lecturer (see *Academic Policies and Procedures* in the ACD Catalogue and the QA Manual).

ACADEMIC DISCIPLINE

Refer to the subsection on Academic Discipline in the current ACD Catalogue and QA Manual.