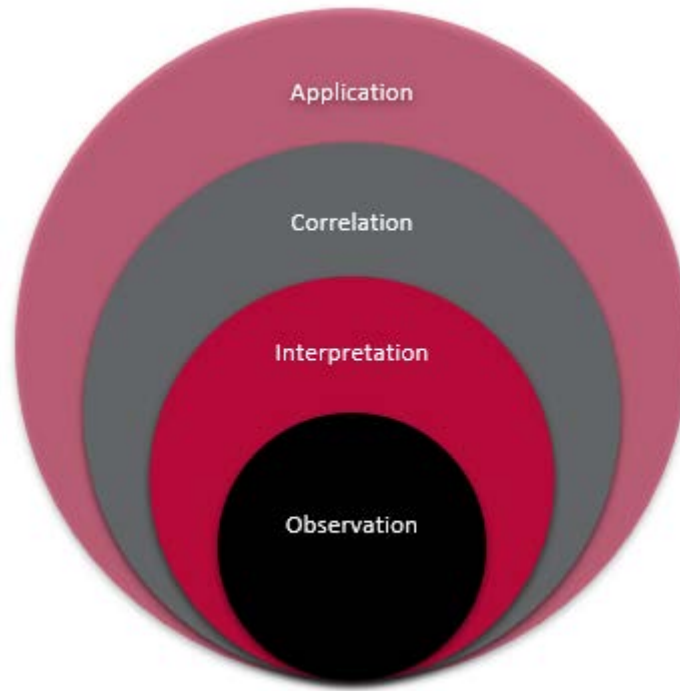


Syllabus

BIS-225: SOFTWARE TOOLS



Course Description

Provides a detailed introduction to hardware and software tools with special emphasis on the Windows Operating System, word processing, spreadsheets, presentation graphics, and databases. Through guided practice, students are taught practical applications of these programs for both personal and on-the-job use. The impact of computers and information technology on the workplace is also explored.

Credit Hours: 3

Prerequisite Courses: NONE

Prerequisite Skills and Knowledge: NONE

Course Outcomes

Upon completion of this course you should be able to:

1. Discuss the societal impact of computers and information technologies.
2. Demonstrate competency maintaining an operating system.
3. Demonstrate competency using social media software.
4. Demonstrate skills and techniques for finding information on the Internet.
5. Demonstrate competency using word processing software (Microsoft Word Online).

6. Demonstrate competency using spreadsheet software (Microsoft Excel Online).
7. Demonstrate competency using presentation software (Microsoft PowerPoint Online).
8. Integrate various pieces of the Microsoft Office package into a single presentation.

Course Resources

Note: This course utilizes Online Educational Resources that are displayed in Student Resources within each workshop (or module).

Course Technology

Office 365

Microsoft Office is used in the course. The focus will be with Office 365 (Office Online). Though a local install of the suite will work, some features and methods might be different. The operating system (Windows, macOS, Chrome OS, etc.) will determine the best means for accessing the Office Online apps. Please see "Which Browsers Work with Office Online" (<https://support.office.com/en-us/article/which-browsers-work-with-office-online-ad1303e0-a318-47aa-b409-d3a5eb44e452>) for an updated listing of which is best for your situation. Currently, the following are recommended:

- **Windows 10:** Microsoft Edge, Internet Explorer 11, Mozilla Firefox, or Google Chrome
- **Mac OS X (10.10 and later):** Apple Safari or Chrome
- **Chromebook:** Office Online app

Grading Scale

Grade	Quality Points per Credit	Percentage	Score
A	4.0	95% – 100%	950 - 1000
A-	3.7	92% – 94.9%	920 - 949
B+	3.3	89% – 91.9%	890 - 919
B	3.0	85% – 88.9%	850 - 889
B-	2.7	82% – 84.9%	820 - 849

C+	2.3	79% – 81.9%	790 - 819
C	2.0	75% – 78.9%	750 - 789
C-	1.7	72% - 74.9%	720 - 749
D+	1.3	69% - 71.9%	690 - 719
D	1.0	65% - 68.9%	650 - 689
F	.0	0% – 64.9%	0 - 649

Grading Policies

Your grading policy for your course is dependent on your school and program. Your grading policies can be found in the IWU Catalog.

Letter Grade Equivalencies

Grade	Description of Work
A	Clearly stands out as excellent performance. Has unusually sharp insights into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines. Anticipates next steps in progression of ideas. Example "A" work should be of such nature that it could be put on reserve for all cohort members to review and emulate. The "A" cohort member is, in fact, an example for others to follow.
B	Demonstrates a solid comprehension of the subject matter and always accomplishes all course requirements. Serves as an active participant and listener. Communicates orally and in writing at an acceptable level for the degree program. Work shows intuition and creativity. Example "B" work indicates good quality of performance and is given in recognition for solid work; a "B" should be considered a good grade and awarded to those who submit assignments of quality less than the exemplary work described above.
C	Quality and quantity of work in and out of class is average. Has marginal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at least minimally.

D	Quality and quantity of work is below average. Has minimal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at below acceptable levels.
F	Quality and quantity of work is unacceptable and does not qualify the student to progress to a more advanced level of work.

Course Summary

Workshop	Discussions	Assignments	Quizzes / Surveys	Total Points
Workshop One	2/80	3/66	2/50	196
Workshop Two	4/170	1/36	1/10	216
Workshop Three	1/40	4/156	-	196
Workshop Four	1/40	4/156	-	196
Workshop Five	1/40	4/156	1/10 Extra Credit	196
Course Totals	9/370	16/570	3/60	1000

Number of Activities/Sum Point Totals

Course Assignments

Workshop One Outline

Title	Due Dates	Time	Points
1.1 Exercise: Operating Systems Introduction	Due by the end of the workshop	1.5 hours	10

Title	Due Dates	Time	Points
1.2 Discussion: Operating Systems Review	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop	3 hours	40
1.3 Assignment: How to Take a Screen Shot	Due by the end of the workshop	1 hour	10
1.4 Assignment: Keeping Your OS Up-to-Date	Due by the end of the workshop	3 hours	20
1.5 Assignment: Scavenger Hunt	Due by the end of the workshop	2 hours	36
1.6 Discussion: Protecting Your Computer	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop	4 hours	40
1.7 Quiz: Phishing and Scams	Due by the end of the workshop	4 hour	40
Totals		18.5 hours*	196

*These timings are based on estimations of average times to complete each assignment. Actual assignment completion times will vary.

Workshop Two Outline

Title	Due Dates	Time	Points
2.1 Discussion: Societal Impact of Social Media	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop	3 hours	20
2.2 Assignment: Scavenger Hunt	Due by the end of the workshop	2 hours	36

Title	Due Dates	Time	Points
2.3 Assignment: Survey	Due by the end of the workshop	1 hour	10
2.4 Discussion: Blog Writing	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop	4 hours	50
2.5 Discussion: Video Creation	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop	4 hours	50
2.6 Discussion: Video Editing	Due by the end of the workshop	4 hours	50
Totals		18 hours*	216

*These timings are based on estimations of average times to complete each assignment. Actual assignment completion times will vary.

Workshop Three Outline

Title	Due Dates	Time	Points
3.1 Discussion: Hacked	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop	3 hours	40
3.2 Assignment: Scavenger Hunt	Due by the end of the workshop	2 hours	36
3.3 Assignment: Resume	Due by the end of the workshop	4 hours	40
3.4 Assignment: Research Paper	Due by the end of the workshop	4 hours	40

Title	Due Dates	Time	Points
3.5 Assignment: Word Online Skills Assessment	Due by the end of the workshop	4 hours	40
Totals		17 hours*	196

*These timings are based on estimations of average times to complete each assignment. Actual assignment completion times will vary.

Workshop Four Outline

Title	Due Dates	Time	Points
4.1 Discussion: Cyber Warfare	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop	3 hours	40
4.2 Assignment: Scavenger Hunt	Due by the end of the workshop	2 hours	36
4.3 Assignment: Personal Budget	Due by the end of the workshop	4 hours	40
4.4 Assignment: Inventory	Due by the end of the workshop	4 hours	40
4.5 Assignment: Excel Online Skills Assessment	Due by the end of the workshop	4 hours	40
Totals		17 hours*	196

*These timings are based on estimations of average times to complete each assignment. Actual assignment completion times will vary.

Workshop Five Outline

Title	Due Dates	Time	Points
5.1 Discussion: Technological Change	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop	3 hours	40
5.2 Assignment: Scavenger Hunt	Due by the end of the workshop	2 hours	36
5.3 Assignment: Presentation 1	Due by the end of the workshop	3 hours	40
5.4 Assignment: Presentation 2	Due by the end of the workshop	4 hours	40
5.5 Assignment: PowerPoint Online Skills Assessment	Due by the end of the workshop	4 hours	40
End of Course Survey	Due by the end of the workshop	30 minutes	10 Extra Credit
Totals		16.5 hours*	196

*These timings are based on estimations of average times to complete each assignment. Actual assignment completion times will vary.

Expectations, Policies, and Important Student Information

School/Division	Link
DeVoe School of Business Division of Liberal Arts School of Services and Leadership	View School/Division Expectations, Policies, and Student Information
School of Educational Leadership	View School/Division Expectations, Policies, and Student Information

School/Division	Link
Wesley Seminary @ IWU	<u>View School/Division Expectations, Policies, and Student Information</u>
Nursing - Undergraduate	<u>View School/Division Expectations, Policies, and Student Information</u>
Nursing - Graduate	<u>View School/Division Expectations, Policies, and Student Information</u>