

ITM 11: Computer Applications in Business
Summer, School Year 2005-2006

Course Details:

- The course provides an introduction to the emerging uses of the computer in business organization. It is a course that is required of all JG School of Management majors as well as majors that are serviced by the school. It is also a starting point for those who want to pursue a minor in Information Technology.
- The course is designed to give students an understanding of the rudiments of proper file, document, data and presentation management through the use of popular software packages and applications such as Microsoft Office.
- The course exposes the students to different business applications of computers and software through hands-on computer training. It also tries to stimulate creative or alternative uses for such technologies beyond their mechanical and functional usage.
- The course ends with a final project, presentation, and defense that integrate all the lessons and the computer learning exercises undertaken during the semester.

Course Outline and Timeframe:

Topic	Week	Deliverables
I. Introduction	April 14	Assign Project
II. Basic Computer Concepts A. History and Development B. Software Classifications C. Operating Systems D. The Internet E. Program Logic Formulation	April 14-18	Basic Computer Concepts Assignment
III. File Management A. Directory Structures B. File Types C. File Naming Conventions D. File Security E. Virus Protection	April 19	File Management Assignment
IV. Office Suite Conventions A. Common Features/Shared Components B. Basic Actions and Commands C. Clipboard Operations D. Advanced Actions and Commands	April 20-21	Useful Shortcuts & ASCII Character
V. Document Management A. Word Processing B. Basic Desktop Publishing C. Common Business Applications	April 22- 28	Document Management Deliverables
1st Long Examination	April 29	

Topic	Date/s	Deliverables
VI. Data Management A. Spreadsheet Fundamentals B. Data Concepts Using Spreadsheets C. Data Analysis Using Spreadsheets D. Common Business Applications	May 2-13	Data Management Deliverables
2nd Long Examination	May 16	
VII. Presentation Management A. Graphics and Presentation Tools B. Functional and Aesthetic Design Considerations C. Timing and Delivery D. Do's and Don'ts During a Presentation	May 17-18	Presentation Management Deliverables
VIII. Designing Web Pages Group Consultations	May 19-20	Final Project
Group Final Presentations and Defenses	May 24-25	

Course Requirements and Equivalent Weights:

Final integrative group project and defense	20%
First long examination	20%
Second long examination	50%
Quizzes, assignments, and activities	10%

Note: All submissions unless stated otherwise will be at 4:30 pm through the department secretary of **QMIT**. Late submissions will merit corresponding deductions at the discretion of the teacher. Failure to submit any of the major deliverables stated above will correspond to a grade of incomplete until such time that the requirement has been completed or if not submitted, given a grade of zero, from which the final numerical computations will be based.

Grade Equivalent:

93.00	-	100.00	A	
88.00	-	92.99	B+	
80.00	-	87.99	B	
74.00	-	79.99	C+	cut-off for IT minor
68.00	-	73.99	C	
60.00	-	67.99	D	cut-off for proficiency requirement
00.00	-	59.99	F	

Note: Numerical points will be the basis for the computation of grades. All rounding of decimals will only be performed on the final total, this also holds for the conversion of numerical grades to their letter equivalents. For borderline cases, the decision is to be made solely by the teacher based on classroom participation, attitudes in class, and overall student standing.