



**NASSAU COMMUNITY COLLEGE**  
**Department of**  
**Mathematics / Computer Science / Information Technology**

**Course Syllabus for**  
**CMP117 Business Computing: Concepts and Applications**

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**Course Information**

Title: Business Computing: Concepts and Applications  
Course Number: CMP117  
Credit Hours: 4.0 Credits  
Section: BA1; CRN: 16301  
Semester / Term: Spring 2018  
Meeting Times: Monday and Wednesday 7:55pm – 9:55pm  
Location: Monday and Wednesday B107

**Instructor/Contact Information**

Professor Name: Dr. Marc Zucker  
Office Location: B3052  
Office Hours: Mondays & Wednesdays 3:30 – 4:45  
Office Phone / Fax: 516-572-7383 ext.26884  
Email Address: Marc.Zucker@ncc.edu  
Website URL: <http://www.matcmp.ncc.edu/~zuckerm>

**Course Description**

This course is designed to provide the business student with a broad-based background in the use of computer systems in business and industry. An overview of computer hardware and software concepts with their impact on business systems is an integral part of the course. Students are introduced to a variety of information systems and the development life cycle utilized in the private sector. The importance of networking structures and the analysis of data flow within business and management information systems (MIS) are covered. Use of the Internet for global electronic commerce is discussed. The hands-on component of the course provides students with substantial use of spreadsheet, database and presentation software to analyze data and solve real-life business problems. Students will be introduced to databases that exhibit the hierarchy of data and the relational database model. (Students will not receive credit for both CMP 115 and CMP 117; Computer Science or Information Technology majors will not receive credit for this course.) Laboratory fee applies.



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**Course Pre-requisite**

Students must have satisfied all MAT, ENG 001 and RDG 001 remediation requirements prior to starting the course (4.5 Contact Hours).

**Learning Outcomes and Objectives**

To provide the student with a broad-based background in the use of computer systems in business and industry.

**SUNY General Education Goals & Outcomes**

**1. Information Systems**

Students will understand the different types of information systems used in business and the system development life cycle.

**Outcome**

**1.1 Characteristics of an Information System**

Students should be able to

- Describe the characteristics and uses of various types of information systems.
- Identify the phases of the system development life cycle.
- Identify hardware components of information systems.

**2. Network Classifications and the Internet**

Students will understand the different types of network classifications, the structure of the Internet, and the benefits and features of conducting global business on the Internet.

**Outcome**

**2.1 Descriptions of Network Classifications**

Students should be able to

- Describe the characteristics and uses of the different network classifications.
- Describe technology used within these classifications.
- Describe the structure of the Internet.
- Describe the features and benefits of global e-commerce.

**3. Software for Business**

Students will understand the features and use of various application software packages as they pertain to the business environment.

**Outcome**

**3.1 Software for Business**

Students should be able to

- Demonstrate an understanding of Excel formulas.
- Demonstrate an understanding of Access tables.
- Demonstrate an understanding of the PowerPoint interface and key features.



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#### Instructional Methods

This course is taught using a variety of instructional methods including lecture, class discussion and hand-on computer lab instruction.

#### Textbook and Materials

- Exploring Microsoft Excel 2016 Comprehensive (Pearson, Grauer)
- Exploring Microsoft Access 2016 Comprehensive (Pearson, Grauer), Chp 1-4
- Exploring Microsoft PowerPoint 2016 Comprehensive (Pearson, Grauer), Chp 1-4
- Essentials of MIS, 13th Edition (Pearson, Laudon)

Bundled ISBN: 9781323845301 includes all of the above and the MyITLab Access Code

#### Student Responsibilities/Course Policies

Homework:	<u>10%, MyITLab Trainings (trainings not completed by the due date will receive a grade of zero)</u>
Projects:	<u>25% MyITLab Projects</u>
Group Work:	<u>10% Final Presentation</u>
Exams / Quizzes:	<u>Exams: 45%, 3 exams worth 15% each (if you are absent on the day of an exam you will receive a grade of zero)</u> <u>Quizzes: 10% (if you are absent on the day of a quiz you will receive a zero, the lowest quiz grade is dropped)</u>
Attendance / Lateness Policy:	<u>Students are expected to attend all classes, arrive on time and stay until class is dismissed. It is the student's responsibility to find out what was covered in class and makeup any work missed as a result of an absence or lateness prior to the next class meeting.</u>
Missed Assignment Policy:	<u>Students are expected to hand in all assignments by the due date regardless of attendance. Any student absent on the day an assignment is due is still responsible for handing in the assignment electronically on time. Assignments not handed in by the deadline will receive a zero.</u>
Missed Exam / Quiz Policy:	<u>Makeup exams will be not given and missing an exam will result in a grade of zero. Consideration will be given to those students who contact me prior to missing the class and provide a valid, documented reason for missing an exam.</u>



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**Academic Dishonesty & Plagiarism**

Academic dishonesty, which includes plagiarism and cheating, will result in some form of disciplinary action that may lead to suspension or expulsion under the rules of the Student Code of Conduct. Cheating can take many forms including but not limited to copying from another student on an examination, using improper forms of assistance, or receiving unauthorized aid when preparing an independent item of work to be submitted for a grade, be it in written, verbal or electronic form. Anyone who assists or conspires to assist another in an act of plagiarism or any other form of academic dishonesty may also be subject to disciplinary action.

Plagiarism is a particular type of academic dishonesty that involves taking the words, phrases or ideas of another person and presenting them as one's own. This can include using whole papers and paragraphs or even sentences or phrases. Plagiarized work may also involve statistics, lab assignments, art work, graphics, photographs, computer programs and other materials. The sources of plagiarized materials include but are not limited to books, magazines, encyclopedias or journals; electronic retrieval sources such as materials on the Internet; other individuals; or paper writing services.

A student may be judged guilty of plagiarism if the student:

- (a) Submits as one's own an assignment produced by another, in whole or in part.
- (b) Submits the exact words of another, paraphrases the words of another or presents statistics, lab assignments, art work, graphics, photographs, computer programs and other materials without attributing the work to the source, suggesting that this work is the student's own.

Allegations of student plagiarism and academic dishonesty will be dealt with by the appropriate academic department personnel. It is the policy of Nassau Community College that, at the discretion of the faculty member, serious acts will be reported in writing to the Office of the Dean of Students, where such records will be kept for a period of five years beyond the student's last semester of attendance at the College. These records will remain internal to the College and will not be used in any evaluation made for an outside individual or agency unless there is a disciplinary action determined by a formal ruling under the Student Code of Conduct, in which case only those records pertaining to the disciplinary action may apply. A student whose alleged action is reported to the Office of the Dean of Students will be notified by that office and will have the right to submit a letter of denial or explanation. The Dean will use his/her discretion in determining whether the alleged violation(s) could warrant disciplinary action under the Student Code of Conduct. In that case the procedures governing the Code of Conduct will be initiated.



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**Copyright Statement**

The Higher Education Opportunity Act of 2008 (HEOA) requires the College to address unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing.

Thus, the College strictly prohibits the users of its networks from engaging in unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing. Anyone who engages in such illegal file sharing is violating the United States Copyright law, and may be subject to criminal and civil penalties. Under federal law, a person found to have infringed upon a copyrighted work may be liable for actual damages and lost profits attributable to the infringement, and statutory damages of up to \$150,000. The copyright owner also has the right to permanently enjoin an infringer from further infringing activities, and the infringing copies and equipment used in the infringement can be impounded and destroyed. If a copyright owner elected to bring a civil lawsuit against the copyright infringer and ultimately prevailed in the claim, the infringer may also become liable to the copyright owner for their attorney's fees and court costs. Finally, criminal penalties may be assessed against the infringer and could include jail time, depending upon the severity of the violation. Students should be aware that unauthorized or illegal use of College computers (such as engaging in illegal file sharing and distribution of copyrighted materials), is an infraction of the Student Code of Conduct and may subject them to disciplinary measures. To explore legal alternatives to unauthorized downloading, please consult the following website: <http://www.educause.edu/legalcontent>.

**Course Resources**

Suggested websites:

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|----------------------------|---|
| Library services:          | Course textbook is available at the reference desk at the NCC library.  |
| Labs and learning centers: | As part of this course, students should avail themselves to further study and/or educational assistance that is available in the Computer Center in B225. |
| Extra help options:        | Office hours if available and the Computer Center in B225.  |

**Assessments and Grading Methods**

See **Student Responsibilities/Course Policies** section above



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**Americans with Disabilities Statement & Non-discrimination Statement**

If you have a physical, psychological, medical, or learning disability that may have an impact on your ability to carry out the assigned coursework, I urge you to contact the staff at the Center for Students with Disabilities (CSD), Building U, (516) 572 – 7241, TTY (516) 572 – 7617. The counselors at CSD will review your concerns and determine to what reasonable accommodations you are entitled as covered by the Americans with Disabilities Act and section 504 of the Rehabilitation Act of 1973. All information and documentation pertaining to personal disability will be kept confidential.

**Course Schedule and Important Dates**

Provide a detailed list of meeting dates, topics, assignments, and due dates for all exams, scheduled quizzes, papers, projects, assignments, labs, etc. Use a grid format to help students easily read and understand the information.

Week Number	Date	Topic
Week 1		<ul style="list-style-type: none"><li>• MIS Chapter 1 Information Systems in the Digital Age</li><li>• Excel Chapter 1 Introduction to Excel</li></ul>
Week 2		<ul style="list-style-type: none"><li>• MIS Chapter 2 Global E-Business and Collaboration</li><li>• Excel Chapter 1 Introduction to Excel</li></ul> <b>Training/Project – Excel Chapter 1 Assignments</b>
Week 3		<ul style="list-style-type: none"><li>• MIS Chapter 3 Achieving Competitive Advantage with Information Systems</li><li>• MyITLab</li><li>• Excel Chapter 2 Formulas and Functions (Absolute References, Functions)</li></ul>
Week 4		<ul style="list-style-type: none"><li>• MIS Chapter 4 Ethical and Social Issues in Information Systems</li><li>• Excel Chapter 2 Formulas and Functions (IF,VLookup)</li></ul> <b>Training/Project – Excel Chapter 2 Assignments</b>
Week 5		<ul style="list-style-type: none"><li>• Excel Chapter 2 Formulas and Functions (PMT)</li></ul> <b>Exam #1</b>
Week 6		<ul style="list-style-type: none"><li>• MIS Chapter 5 IT Infrastructure: Hardware and Software</li><li>• Excel Chapter 3 Charts</li></ul> <b>Training/Project – Excel Chapter 3 Assignments</b>



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Week 7		<ul style="list-style-type: none"> <li>MIS Chapter 6 Foundations of Business Intelligence: Databases and Information Management</li> <li>Excel Chapter 4 Datasets and Tables</li> </ul> <b>Training/Project – Excel Chapter 4 Assignments</b>
Week 8		<ul style="list-style-type: none"> <li>Excel Chapter 5 Subtotals, PivotTables, and PivotCharts (HOE 1 only)</li> <li>Excel Chapter 6 What-If Analysis (HOE 1 and 2 only)</li> </ul> <b>Training/Project – Excel Chapter 5, 6 Assignments</b>
Week 9		<ul style="list-style-type: none"> <li>Excel Chapter 9 Multiple-Sheet Workbook Management (HOE 1 and 2 only)</li> </ul> <b>Training/Project – Excel Chapter 9</b> <b>Exam #2</b>
Week 10		<ul style="list-style-type: none"> <li>MIS Chapter 7 Telecommunications, the Internet, and Wireless Technology</li> <li>Access Chapter 1 Introduction to Access</li> </ul> <b>Training/Project – Access Chapter 1</b>
Week 11		<ul style="list-style-type: none"> <li>MIS Chapter 8 Securing Information Systems</li> <li>Access Chapter 2 Tables and Queries in Relational Databases</li> </ul> <b>Training/Project – Access Chapter 2</b>
Week 12		<ul style="list-style-type: none"> <li>Access Chapter 4 Creating and Using Professional Forms and Reports</li> </ul> <b>Training/Project – Access Chapter 4</b> <b>Exam #3</b>
Week 13		<ul style="list-style-type: none"> <li>MIS Chapter 10 E-Commerce: Digital Markets, Digital Goods</li> <li>PowerPoint Chapter 1 Introduction to PowerPoint</li> </ul> <b>Training/Project – PowerPoint Chapter 1</b>
Week 14		<ul style="list-style-type: none"> <li>MIS Chapter 12 Building Information Systems and Managing Projects</li> <li>PowerPoint Chapter 3 Presentation Design</li> </ul> <b>Training/Project – PowerPoint Chapter 3</b>
Week 15		<b>Student Presentations</b> <b>Final Exam</b>