JEFFERSON COLLEGE
COURSE SYLLABUS

BIT275
BUSINESS INFORMATION TECHNOLOGY CAPSTONE
3 Credit Hours

Prepared by:
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Career and Technical Education
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BIT275 Business Information Technology Capstone

I. Catalogue Description

A. Prerequisite: BIT205 Computers in the Law or BIT206 Computers in the Medical Profession or BIT138 Word Processing Applications II.

B. 3 Semester Credit Hours

C. Course is designed to prepare students for the contemporary business environment in which they are expected to complete a variety of projects using current computer hardware technology and application software while simulating actual administrative work experiences—attendance policy, office attire, job title/duties, etc.. Emphasis is on a mastery of integration of software applications and concepts for the purpose of adding value to realistic consultative and administrative tasks. Problem-based learning methods will be employed throughout the course. (F, S)

II. EXPECTED LEARNING OUTCOMES WITH CORRESPONDING ASSESSMENT MEASURES

Students will:

A. Complete real-world projects through simulations, projects, case studies.
   a. In class exam, group projects and presentations, class discussion, homework, class policy attendance and professional attire guidelines

B. Integrate multiple software products while completing projects.
   a. In class exam, group projects/presentations, homework, class policy attendance and professional attire guidelines

C. Demonstrate creative and critical thinking skills while completing projects.
   a. In class exam, group projects and discussion, homework, class policy attendance and professional attire guidelines

D. Develop independent work habits while also using a team approach to problem solving.
   a. In class exam, group projects/presentations, homework, class policy attendance and professional attire guidelines

E. Select Internet and Web search engine tools for locating appropriate information.
   a. In class exam, individual & group projects/presentations, homework, class policy attendance and professional attire guidelines

F. Utilize images and graphics to enhance document and presentation design, layout, functionality, and appearance.
   a. In class exam, group projects/presentations, homework, class policy attendance and professional attire guidelines

G. Analyze real-world business problems and then apply appropriate media and strategies to develop problem solutions.
   a. In class exam, group projects, homework, class policy attendance and professional attire guidelines

H. Integrate and reinforce skills and knowledge acquired in previous courses.
   a. In class exam, group projects/presentations, homework, coursework portfolio, class policy attendance and professional attire guidelines
III. COURSE OUTLINE WITH UNIT OBJECTIVES

CLIENT 1 MODULE

A. Use the software suite and Internet Explorer to
   1. perform research on the Internet to access supportive material and hyperlinks.
   2. draft responses to clients.
   3. prepare properly formatted and attractive tables.
   4. insert hyperlinks into document.
   5. create a workbook with appropriate formatting and aesthetic enhancements.
   6. create an attractive and effective slide presentation.
   7. create a travel budget.
   8. add animation and graphics to a presentation.
   9. create a variety of meaningful charts.
   10. perform data analysis with the results displayed in an attractive format.
   11. create a variety of attractive and meaningful reports, using enhancements such as, clip art, external graphics, textboxes and other tools.
   12. create functional Web documents from Microsoft Word documents and workbooks.
   13. develop and design an entity-relational diagram and structure for an advising database.

B. Prepare an organized portfolio of completed tasks for the module.

C. Reinforce key concepts by completing assigned problems and tasks.

CLIENT 2 MODULE

A. Use the software suite and Internet Explorer to
   1. revise and form research Internet resources to locate relevant information for completing tasks.
   2. insert functioning hyperlinks into documents.
   3. create an electronic calendar and export the schedule to a workbook.
   4. use AutoFormat to enhance the appearance of tables.
   5. format a professional newsletter in an attractive and readable format.
   6. use the Endnote function to cite references.
   7. use database to maintain a membership list.
   8. create a variety of queries and reports.
   9. add a variety of formulas to workbooks for functionality.
   10. add macros to a workbook to enhance processing.
   11. develop and format a questionnaire as both a word processing and a Web document.
   12. insert a sound file into a document and Web page to play automatically.
   13. enhance an existing presentation with multimedia, action buttons, transitions, and images and art.
   14. add audio and video files, timings, and enhanced graphics to a PowerPoint presentation.

B. Prepare an organized portfolio of completed tasks for the module.

C. Reinforce key concepts by completing assigned problems and tasks.
CLIENT 3 MODULE
A. Use the software suite and Internet Explorer to
1. use the Internet for researching, gathering appropriate materials, and adding hyperlinks.
2. format documents according to acceptable specifications and standards.
3. create alternative layouts for an attractive brochure cover page.
4. create a workbook to analyze data and create correlating charts.
5. create a word processing document by summarizing data
6. create prototypes of electronic grade books with appropriate and attractive formatting and comprehensive formulas to calculate averages.
7. use a variety of workbook functions, including vertical lookup, to calculate averages, highest score, and lowest score.
8. create a simple entity-relationship create an attractive letterhead while using appropriate design and layout techniques.
9. implement a mail merge operation to create sorted mailing labels and form letters.
10. import spreadsheet data into database table for the purpose of creating an enrollment database.
11. create a variety of queries and subsequent reports for a database.
12. revise and reformat an organizational chart.
13. import data stored in a word processing document format into a spreadsheet workbook.
14. apply formatting to spreadsheets that will be attractive and functional when the documents are converted to Web documents.
15. utilize student and advisor database tables to create customized forms, queries, and reports.

B. Prepare an organized portfolio of completed tasks for the module.
C. Reinforce key concepts by completing assigned problems and tasks.

CLIENT 4 MODULE
A. Use the software suite and Internet Explorer to
1. develop a form to record travel expenses applying attractive formatting and appropriate formulas for functionality.
2. enhance a detailed spreadsheet worksheet by adding formulas and enhancements as needed.
3. work with complex formulas to add enhanced functionality to a variety of worksheets.
4. add clip art and graphics to a worksheet.
5. implement a merge process to prepare individualized lease agreements.
6. create and test a commission worksheet template with formulas to compute leasing charges.
7. create flyer templates incorporating external graphics, clip art, textboxes, extensive formatting, and other layout concepts.
8. extensively revise an existing PowerPoint presentation by adding charts, embedding a workbook, correcting slides, deleting slides, and other incorporations.
9. revise a database structure, create an input form and reports, and export the database into a spreadsheet workbook.

B. Prepare an organized portfolio of completed tasks for the module.
C. Reinforce key concepts by completing assigned problems and tasks.

CLIENT 5 MODULE
A. Use the software suite and Internet Explorer to
   1. use the Internet for researching, gathering appropriate materials, and adding hyperlinks.
   2. create a workbook containing hyperlinks.
   3. create a workbook that computes both simple and compound interest.
   4. create a workbook that computes and analyzes employee raises.
   5. format a workbook by adding needed formulas to compute amortization.
   6. create and format a workbook by adding needed formulas for computing maturity dates and future values of securities.
   7. implement goal seeking in a workbook.
   8. create an attractive brochure using existing text and applying extensive formatting and layout concepts.

B. Prepare an organized portfolio of completed tasks for the module.
C. Reinforce key concepts by completing assigned problems and tasks.

IV. METHOD(S) OF INSTRUCTION
   A. Lecture
   B. Demonstration
   C. Team/Project Work
   D. PowerPoint presentations

V. REQUIRED TEXTBOOK


VI. REQUIRED MATERIALS (STUDENT)

   USB portable storage device
   Three-ring binder/portfolio
   Pen, paper

VII. SUPPLEMENTAL REFERENCES
   A. Library Resources: present offerings and anticipated texts, journals, software, etc.
   B. Internet Web sites (www.emcp.com)
VIII. METHOD OF EVALUATION
   A. Homework - 15%
   B. Projects - 25%
   C. Presentations - 20%
   D. Written exams and quizzes - 30%
   E. Attendance/Professional Attire - 10%

IX. ADA AA STATEMENT
Any student requiring special accommodations should inform the instructor and the
Coordinator of Disability Support Services (Library phone 636-481-3169).

X. ACADEMIC HONESTY STATEMENT
All students are responsible for complying with campus policies as stated in the Student

XI. ATTENDANCE STATEMENT
Regular and punctual attendance is expected of all students. Any one of these four
options may result in the student being removed from the class and an administrative
withdrawal being processed: (1) Student fails to begin class; (2) Student ceases
participation for at least two consecutive weeks; (3) Student misses 15 percent or more
of the coursework; and/or (4) Student misses 15 percent or more of the course as
defined by the instructor. Students earn their financial aid by regularly attending and
actively participating in their coursework. If a student does not actively participate,
he/she may have to return financial aid funds. Consult the College Catalog or a Student
Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES
The U.S. Department of Education mandates that students be made aware of
expectations regarding coursework to be completed outside the classroom. Students are
expected to spend substantial time outside of class meetings engaging in academically
related activities such as reading, studying, and completing assignments. Specifically,
time spent on academically related activities outside of class combined with time spent
in class meetings is expected to be a minimum of 37.5 hours over the duration of the
term for each credit hour.