

Syllabus

PLATO Course Business Information Management, Semester A

Course Overview

This one-semester course is intended as a practical, hands-on guide to help you understand the basic computer skills required during your college education and when pursuing a career. This course has 20 lessons organized into five units, plus five Unit Activities. Each lesson contains one or more Lesson Activities.

Additionally, there are two Course Activities that you need to work on throughout the duration of the course. These activities are long-term projects spread over the length of the course. The due dates for these activities are to be determined by the course instructor.

This course will cover the needs for technology in business organizations and how businesses use hardware, software, Internet, and emerging technologies. This course also covers productivity applications such as word processing software and spreadsheet software.

You will submit the Unit Activity documents to your teacher, and you will grade your work on the Lesson Activities by comparing them with the given sample responses. The Unit Activities (submitted to the teacher) and the Lesson Activities (self-checked) are the major components of this course. There are other assessment components, namely the mastery test questions that feature along with the lesson; the pre- and post-test questions that come at the beginning and end of the unit respectively; and an end-of-semester test. All of these tests are a combination of simple multiple-choice questions and technology enhanced (TE) questions.

Course Goals

This course will help you meet the following goals:

- Describe the different career choices in the field of Business Information Management.
- Explain the importance of technology in business organizations.
- Identify various risks and rewards of developing and using information systems in business organizations.
- Explain the role and use of the Internet and its various applications in communication.
- Identify security risks and concerns associated with the use of computers.
- Explain the use of word processing software to create, enhance, and review documents.

- Explain the use of spreadsheet software to perform basic calculations and present data visually in the form of graphs and charts.

General Skills

To participate in this course, you should be able to do the following:

- Perform basic operations on a computer.
- Perform online research using various search engines and library databases.
- Communicate through email and participate in discussion boards.

For a complete list of the general skills required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.

Credit Value

PLATO Course Business Information Management, Semester A is a 0.5-credit course.

Course Materials

- Notebook
- Computer with Internet connection and speakers or headphones
- Microsoft Word or equivalent
- Microsoft Excel or equivalent

Course Pacing Guide

This course description and pacing guide is intended to help you stay on schedule with your work. Note that your course instructor may modify the schedule to meet the specific needs of your class. Also, the course instructor will determine the due dates for the Course Activities, which are long-term projects over the length of the course.

Unit 1: Introduction to Business Information Management

Summary

In this unit, you will familiarize yourself with the career opportunities available in Business Information Management. You will also learn about the importance of technology in business organizations. Additionally, you will learn about the risks and rewards of implementing information systems in business organizations.

Day	Activity/Objective	Type
1 day: 1	Syllabus and Plato Student Orientation <i>Review the Plato Student Orientation and Course Syllabus at the beginning of this course.</i>	Course Orientation
Extended Project	Joining a Student Organization	Course Activity
3 days: 2–4	Careers in Business Information Management <i>Describe career opportunities in Business Information Management.</i>	Lesson
3 days: 5–7	Technology Needs in Business Organizations <i>Describe technologies business organizations need for managing information.</i>	Lesson
3 days: 8–10	Risks and Rewards of Information Systems <i>Identify risks and rewards of using information systems in a business environment.</i>	Lesson
1 day: 11	Para Jumble	Game
4 days: 12–15	Unit Activity/ Threaded Discussion —Unit 1	Unit Activity
1 day: 16	Post-test—Unit 1	Assessment

Unit 2: Computing Technology for Business

Summary

In this unit, you will learn about the basic hardware configurations and software applications needed to work on a computer. You will also learn about the role of new and emerging computer technologies in a business organization. Finally, you will learn how to maintain equipment and supplies for business continuity.

Day	Activity/Objective	Type
3 days: 17–19	Computer Hardware and Software <i>Describe basic hardware and software requirements for a business environment.</i>	Lesson
3 days: 20–22	Managing Files and Directories <i>Explain file management techniques.</i>	Lesson
3 days: 23–25	Emerging Technologies <i>Explain the use of emerging computer technologies in business organizations.</i>	Lesson
3 days: 26–28	Equipment and Supply Maintenance <i>Explain the process of maintaining computer systems and power supply in a business environment.</i>	Lesson
1 day: 29	Space Jumble	Game
4 days: 30–33	Unit Activity/Threaded Discussion—Unit 2	Unit Activity
1 day: 34	Post-test—Unit 2	Assessment

Unit 3: Connecting through the Internet

Summary

In this unit, you will familiarize yourself with some of the crucial aspects of the Internet and the World Wide Web. You will also learn how to exchange information with the help of the Internet. In addition, you will familiarize yourself with the ethics and security issues concerning the use of the Internet.

Day	Activity/Objective	Type
2 days: 35–36	Introduction to the Internet <i>Explain the fundamental concepts of the Internet.</i>	Lesson
3 days: 37–39	World Wide Web <i>Explain the concept of the World Wide Web and the functions of web browsers.</i>	Lesson
2 days: 40–41	Exchanging Information Using the Internet <i>Explain various methods of exchanging information over the Internet.</i>	Lesson
3 days: 42–44	Security Concerns and Ethics of Internet Use <i>Explain the importance of Internet security and ethics.</i>	Lesson
1 day: 45	Thwack-a-Mole	Game
4 days: 46–49	Unit Activity/Threaded Discussion—Unit 3	Unit Activity
1 day: 50	Post-test—Unit 3	Assessment

Unit 4: Working with Documents

Summary

In this unit, you will learn to create documents with the help of word processing software and to edit and format them. You will also learn to enhance documents with the help of graphics and illustrations. Additionally, you will explore different options of word processing software programs that help you review and proofread documents.

Day	Activity/Objective	Type
3 days: 51–53	Creating Documents Using Word Processing Software <i>Create basic documents using word processing software.</i>	Lesson
3 days: 54–56	Editing and Formatting Documents <i>Edit and format a document using word processing software.</i>	Lesson
Extended Project	Preparing for a Career in Business Information Management	Course Activity
2 days: 57–58	Illustrating Documents <i>Add images and illustrations to enhance a document.</i>	Lesson
3 days: 59–61	Proofreading a Document <i>Explain the options for reviewing a document.</i>	Lesson
1 day: 62	Para Jumble	Game
4 days: 63–66	Unit Activity/Threaded Discussion—Unit 4	Unit Activity
1 day: 67	Post-test—Unit 4	Assessment

Unit 5: Working with Spreadsheets

Summary

In this unit, you will learn to create and manage workbooks. You will learn how to perform basic calculations and use various formatting and viewing options available in spreadsheet programs. You will also explore options for performing logical operations and how to sort and filter data. Additionally, you will use charts and graphs to represent data visually.

Day	Activity/Objective	Type
3 days: 68–70	Creating and Managing a Workbook <i>Explain options for creating and managing a workbook.</i>	Lesson
3 days: 71–73	Performing Basic Calculations in a Spreadsheet <i>Explain options for performing basic calculations in a spreadsheet.</i>	Lesson
3 days: 74–76	Formatting and Viewing a Spreadsheet <i>Explain viewing and formatting options in a spreadsheet.</i>	Lesson
3 days: 77–79	Performing Logical Operations and Ordering Data <i>Apply logical functions and sorting and filtering options on data.</i>	Lesson
3 days: 80–82	Representing Visual Data in a Spreadsheet <i>Explain the options for representing visual data in a spreadsheet.</i>	Lesson
1 day: 83	Space Jumble	Game
4 days: 84–87	Unit Activity/Threaded Discussion—Unit 5	Unit Activity
1 day: 88	Post-test—Unit 5	Assessment
1 day: 89	Semester Review	
1 day: 90	End-of-Semester Test	Assessment