

**Eastern Oregon University
Course Syllabus**

Number of Course: BA 131

Name of Course: Business Information and Data Processing

Catalog Description:

This course is designed to introduce the student to the use of computers in business. The primary focus will be on the creation, editing and analysis of data, utilizing current business technologies. A secondary focus is on individual computer hardware terminology and software skills.

Credit Hours: 4

Required Texts or Suggested Materials: [EOU Bookstore Link](#)

Prerequisites: N/A

Learning Outcomes:

Upon successful completion of this course student should be able to:

L1: Build and edit spreadsheets primarily using Microsoft Excel with effective use of formulas, formatting, and functions.

L2: Create, edit, and analyze datasets to answer business application problems.

L3: Explain and recognize the basic hardware and software components of digital devices.

L4: Produce, format and edit documents with images, tables, objects and other media elements.

L5: Create citations and references utilizing editing tools and software programs.

L6: Discuss and explain an understanding of current operating systems, utility programs, internet applications and file management.

L7: Manage and protect digital data.

Course Requirements:

Weekly assignments on assigned chapter(s) from the text. Quizzes that are required to assess reading of content. Weekly skills assignments based on Excel and Word, and similar word processing and spreadsheet software (Google Suite) proficiency.

Grading Policies:

Grading Scale

A 93%+	C+ 77.0%-79.9%
A- 90.0%-92.9%	C 73%-76.9%
B+ 87.0%-89.9%	C- 70.0-72.9%
B 83.0%-86.9%	D 60.0%-69.9%
B- 80.0%-82.9%	F 59.9%-Below

ATTENDANCE AND PARTICIPATION

Attendance and participation in class is vital to your success of this course. Participation in in-class activities will weigh on your final grade. Class may involve in-class graded activities that

have a point value and ungraded activities that do not have a point value, but may influence your final grade +/- and your success in maximizing the learning opportunities. You are responsible for your own learning, take advantage of the opportunities to interact with classmates and your faculty.

Attendance to class sessions is critical to the successful completion of this course and all your college studies. If you miss 4 or more course sessions your grade will drop by one (1) full letter grade. After 8 missed class meetings your grade will drop by two (2) full letter grades. Each additional 2 absences after 8 missed classes will reduce your grade by an additional full letter grade. Students traveling for school sponsored events (including sports and other activities) will be excused **only** if the student communicates at least 24 hours in advance of the missed class. It is your responsibility to communicate with your instructor if you know in advance of a missed class session.

Means of Assessment:

Each chapter will require a quiz over the material content: L3, L6 and L7

There will be 3 chapters of Excel with an exercise and project assigned: L1, L2 and L7

There will be 2 chapters of Word with an exercise and project assigned: L4, L5

Final Project culminating all skills in Word and Excel: L1 through 7

Brief Outline of Course:

Class is a lecture, discussion and demonstration based delivery.

General Education Category and Outcomes: N/A

University Writing Requirement Outcomes: N/A

Writing Center Statements:

For on-campus courses

The Writing Center provides a place — physical or virtual — where every EOU writer can find an interested, responsive reader. Writing tutorials are free of charge for EOU's undergraduate and graduate students who are writing for any course at any level, or who are writing resumes, job letters, graduate applications, and more. Go to eou.mywconline.com to schedule an appointment in the Writing Center (Loso Hall 234).

For online or on-site courses

The Writing Center provides a place — physical or virtual — where every EOU writer can find an interested, responsive reader. Writing tutorials are free of charge for EOU students writing for any undergraduate course. Go to [EOU's eTutoring page](#) to submit a paper to a writing tutor.

For graduate courses

The Writing Center provides a place — physical or virtual — where every EOU writer can find an interested, responsive reader. Writing tutorials are free of charge for EOU students writing for any graduate course. Go to [EOU's eTutoring page](#) to submit a paper to a writing tutor. Click on [Graduate Students How To](#) for information about tagging your submission.

Academic Misconduct Policy:

Eastern Oregon University places a high value upon the integrity of its student scholars. Any student found responsible for an act of academic misconduct (including but not limited to

cheating, unauthorized collaboration, fabrication, facilitation, plagiarism or tampering) may be subject to having his or her grade reduced in the course in question, being placed on probation or suspended from the University, or a combination of these. (Please see the Student Handbook online at <https://www.eou.edu/student-affairs/student-handbook/>).

Accommodations/Students with Disabilities policy:

Any student who feels he or she may need an accommodation for any type of disability, must contact the Disability Services Office in Loso Hall, Room 234. Phone: 541-962-3081.

Date: 6/11/18

"This standard syllabus provides only general information on the course. A detailed syllabus will be provided by the Instructor. Please keep in mind that not all courses are offered every year. Consult Webster for scheduling information."