

Course Syllabus

CMPS 290 Microcomputer Applications in Business

Catalog Description: Overview of the historical development of microcomputers in business. The focus is on applications and use of operating systems, wordprocessing, spreadsheets, database managers, graphics, desktop publishing and presentation managers for business.

Instructor's Emphasis: Developing skill relating to finding, selecting and using computer resources in support of success in business endeavors.

Credit Awarded for Course: 3 hours

Statement of Prerequisites: None

Specification of Intended Audience: Business Majors, Agricultural Majors, Communication Majors

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Specification of Course Goals and Objectives: Students will be able to use an operating system in a local area network environment. Students will be able to use Word processing software for document preparation. Students will be able to use spreadsheet software for worksheet applications. Students will be able to use a database system to store and retrieve data. Students will be able to use the World Wide Web component of the Internet to access information. Students will be able to design a software support system to enhance the functioning of a business and to present the use of this system and its user's guide to the class.

Reading Required Text: Shell, Cashman, Vermaat – Microsoft Office 2007 – Introductory Concepts and Techniques (Windows XP Edition), Course Technology, International Thompson Publishing Co. ISBN: 978-1-4188-4327-4

Required Supplies: an email account, diskette or flash drive.

Description of Instructional Procedures: (%'s by time)

Lecture 30%
Laboratory 45%
Discussion 10%
Quizzes 5%
Tests 10%

Academic Requirements:

- 4 Test (no make-ups without written excuse)
- Midterm Exam
- Final Exam
- Projects (Collection of laboratory assignments including a business software project (PowerPoint presentation))

Administrative Requirements: Laboratory exercises: Assigned to reflect topics as covered, each project will require one week and at least 1 per week will be issued. Projects that late will receive zero (0) credit. There will be no make-up tests, quizzes or assignments.

Students are responsible for class attendance, and are also responsible for recovery of work missed due to absences. Only

under extreme circumstances will "I" grades be given, and then only in accordance with University regulations. The University catalog applies to all other administrative matters as well – **including plagiarism.**

Course Schedule:

Week 1 and 2 – Introduction to Microsoft Windows XP: *Start Microsoft Windows XP, log on to the computer, and identify the objects on the desktop, Perform the basic mouse operation; point, click, right-click, double-click, drag, right-drag, Display the Start menu and start an application program, Open, minimize, maximize restore, move, size, scroll, and close a window, Display drive and folder contents, Browse the Web using Windows Internet Explorer 7.0., Copy, move, rename, and delete files, Search for files using a word or phrase in the file or by name. Logoff from the computer and turn it off.*

Week 1 and 2 – Creating and Editing a Word Document; *Start and quit Word, Describe the Word window, Enter text in a document, Check Spelling as you type, Save a document, Format text, paragraphs, and document elements, Undo and redo commands or actions, Insert a picture and format it, Print a document, Change document properties, Correct errors in a document, Use Word's Help.*

Week 3 and 4 – Test 1; Creating a Worksheet and an Embedded Chart; *Start and Quit Excel, Describe the Excel worksheet, Enter text and numbers, Use the Sum button to sum a range of cells, Copy the contents of a cell, Save a worksheet, Format cells in a worksheet, Create a 3-D Clustered Column chart, Change document properties, Print a worksheet, Open a worksheet, Use the AutoCalculate area to determine statistics, Correct Errors on a worksheet, Use Excel Help to answer questions.*

Week 5 and 6 – Test 2; Creating and Using a Database; *Describe databases and database management systems, Design a database to satisfy a collection of requirements, Start Access, Describe features of the Access window, Create a database, Create a table and add records, Close a table, Close a database and quit Access,*

Week 7 and 8 – Midterm Exam; *Open a database, Create custom reports, Create and use a split form, Use the Access Help System.*

Week 9 and 10 – Creating and Editing a Presentation; *Start and quit PowerPoint, Describe the PowerPoint window, Select a document theme, Create a title slide and text slides with single and multi-level bulleted lists, Save a presentation, Copy elements from one slide to another, View a presentation in Slide Show view, Open a presentation, Display and print a presentation in grayscale, Check spelling, Use PowerPoint Help.*

Week 11 and 12 - Present PowerPoint Presentations

Week 13 - Final Exam

Methods of Evaluation:

- 100 % Tests (includes Midterm and Finals)
- 100 % Assignments (includes lab projects, PowerPoint presentation, in-class assignments and quizzes)

Grading: The University grading scale applies as follows:

- 90 – 100% A
- 80 – 89% B
- 70 – 79% C
- 60 – 69% D
- 0 – 59% F