

Fayetteville State University

School of Business and Economics, Department of Management

BADM 214

Microcomputer Applications

	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>
<i>9am</i>	BADM 214-03 9:00 – 9:50 am SBE 218		BADM 214-03 9:00 – 9:50 am SBE 218		BADM 214-03 9:00 – 9:50 am SBE 218
<i>10am</i>					
<i>11am</i>	MIS 300-03 11:00– 11:50 am SBE 218	MIS 300-02 11:00 -12:15 pm SBE 218	MIS 300-03 11:00– 11:50 am SBE 218	MIS 300-02 11:00 -12:15 pm SBE 218	MIS 300-03 11:00– 11:50 am SBE 218
<i>12pm</i>	Office hr 12:00 to 2:00 pm	Office hr 12: 30 - 1:30 pm	Office hr 12:00 to 2:00 pm	Office hr 12: 30 - 1:30 pm	Office hr 12:00 to 2:00 pm
<i>1pm</i>					
<i>2pm</i>		School/Dept/Univ Meetings		School/Dept/Univ Meetings	
<i>3pm</i>					
*Note: Students are encouraged to visit instructor either by appointment or during office hours posted for Monday through Thursday.					

FSU Policy on Electronic Mail: Fayetteville State University provides to each student, free of charge, an electronic mail account (username@uncfsu.edu) that is easily accessible via the Internet. The university has established FSU email as the primary mode of correspondence between university officials and enrolled students. Inquiries and requests from students pertaining to academic records, grades, bills, financial aid, and other matters of a confidential nature must be submitted via FSU email. Inquiries or requests from personal email accounts are not assured a response. The university maintains open-use computer laboratories throughout the campus that can be used to access electronic mail. Rules and regulations governing the use of FSU email may be found at <http://www.uncfsu.edu/PDFs/EmailPolicyFinal.pdf>

FSU Policy on Course Withdrawal: Withdraw from class means you are withdrawing from 1 or 2 classes that you will not be attending and you have other classes on your schedule that you will attend. Effective Fall 2009, students will be allowed only 5 withdrawals from class for the remaining of your college career. The 6th W will be calculated as “F”. This policy is found at <http://www.uncfsu.edu/registrar/withdrawals.htm>

II. Course Description

This course provides a hands-on approach to learning business software applications. Topics in this course include spreadsheet and database software application development, web design, Internet search and e-collaboration through white boarding, messaging, and discussion boards. These software environments and tools are extensively used in organizations to analyze situations and solve problems.

Note: This is a web-enhanced class using Blackboard Interface. If you are not familiar with Blackboard, visit the Student Support Site at <http://www.unctsu.edu/conted/studentsupport/> for Tip Sheets and Tutorials.

Please visit

<http://www.unctsu.edu/conted/ONLINE%20ORIENTATION%20FOR%20BLACKBOARD%20Final.doc> for the Online Orientation to Blackboard.

III. Disabled Student Services

In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ACA) of 1990, if you have a disability or think you have a disability to please contact the Center for Personal Development in the Spaulding Building, Room 155 (1st Floor); 910-672-1203.

IV. Textbook and other Academic Support Resources

Text book: **Microsoft® Office 2007: Introductory Course**, by Wiliam Pasewark Sr.; Scott Pasewark, William Pasewark, Jr. Carolyn Denny Pasewark, Jan Pasewark Stonger, Beth Pasewark Wadsworth, Rachel Bunin; Jessica Evans; Katherine Pinard; and Robin Romer; Thomson, Course Technology, 2008, ISBN-10-1-4239-0397-8

Companion site for this book: <http://oc.course.com/pasewark/office2007/index.cfm?action=home>

In this site you can find key terms, student data files, and PowerPoint presentations for WORD, EXCEL, POWERPOINT, and ACCESS

PowerPoint slides: all the PowerPoint slides are available at:

<http://oc.course.com/pasewark/office2007/index.cfm?action=ppt&product=office>

Student Data files:

1. Access: <http://oc.course.com/pasewark/office2007/index.cfm?action=studentdata&product=access>
2. EXCEL: <http://oc.course.com/pasewark/office2007/index.cfm?action=studentdata&product=excel>
3. PowerPoint:
<http://oc.course.com/pasewark/office2007/index.cfm?action=studentdata&product=powerpoint>
4. Word:
<http://oc.course.com/pasewark/office2007/index.cfm?action=studentdata&product=word>

News on Technology: <http://coursecasts.course.com/>

Some class handouts and additional resources will be given in the class and will be posted on Blackboard.

V. Student Learning Outcomes

At the end of this course, students are expected to be able to:

1. **MS WORD:** Use advanced applications of MS Word to create documents, format texts, format paragraphs and documents, work with graphs, work with research documents (create references and footnotes, comments and tracked changes, become familiar with APA as a research writing style), and create tables, envelopes and labels.
2. **MS EXCEL:** Apply appropriate cell referencing, use the point and click mode entry for cell formulas and functions, work with multiple worksheets, chart data, and import data into Excel
3. **MS ACCESS:** Understand data quality concepts, create database with appropriate properties for data fields, optimized tables, forms and reports, compose different types of queries to retrieve information from the database, import data, use properties of forms and reports to create different styles, and integrate multiple databases in Access
4. **MS PowerPoint:** Use advanced features of PowerPoint to create presentations
5. **MS PUBLISHER and OUTLOOK:** Use Microsoft publisher to create different documents and Microsoft Outlook to manage e-mails and calendar
6. **INTERNET and SEARCH ENGINES:** Understand Internet technologies and security, conduct web searches for information, use search engines to search for research topics in databases, and communicate online for the purpose of work collaboration and using group work tools.

VI. Course Requirements and Evaluation Criteria –

- a. **Mid Term and Final Course Grade – The class grading scale is based on the following distribution:**

90-100%	A
80-89%	B
70-79%	C
60-69%	D
below 60%	F or FN [#]

***FN = FAILURE DUE TO NON-ATTENDANCE** – Assigned to students who are on class roster, but never attend the class. An FN grades is equivalent to an F grade in the calculation of the GPA.

- b. **Other grades that may be assigned during the semester other than mid-term grades:**

INTERIM GRADE X = NO SHOW – Assigned to students who are on a class roster, but never attend class. For warning purposes only; NOT a final grade

INTERIM GRADE EA = EXCESSIVE ABSENCES - Assigned to students whose class absences exceed 10% of the total contact hours. For warning purposes only, NOT a final grade.

NOTE TO STUDENTS ABOUT CLASS WITHDRAWALS:

- **Students receive no refund for withdrawing from individual classes and they slow their progress toward degree completion.**
- **Students who withdraw from or fail more than one-third of their classes will no longer be eligible for financial aid.**
- **STUDENTS MUST STRIVE TO EARN CREDIT FOR ALL THE CLASSES IN WHICH THEY ENROLL. STUDENTS SHOULD WITHDRAW FROM CLASSES ONLY WHEN IT IS ABSOLUTELY NECESSARY.**
- **W grade Policy: you can only have 5 W grades in your entire period of stay at the university without affecting your GPA. If you exceed 5 Ws it will affect your grade.**

- c. **Attendance Requirements** – The university guidelines on class attendance in the undergraduate catalog, and the following instructor’s attendance policy will apply:

All students are required to attend all class meetings scheduled for the semester in the sections that they are registered for. You may be excused when you have a legal document that proves a medical/family emergency. With the exception of an official university excused absence, approved absences may **not** exceed 2 class meetings in a regular semester. Even though a class absence may be excused, the student will assume full responsibility for learning course content missed, and completing any missed assignments. Suggested catch-up on missed course materials include checking BB course site and getting in touch with peer(s). Learning is a progressive and continuing process, where new concepts are built upon learned concepts. You will lose your class participation points and the points for any other in class activities because of not attending the class.

Punctuality - Students enrolled in this course are required to arrive at each class meeting on time and remain in class until dismissed by the instructor. Students are responsible for notifying instructors, in advance when possible, of reasons for late arrivals and early departures.

- d. **Grades will be based on the 6 learning objectives that will be measured through different homework, class projects and exams.**

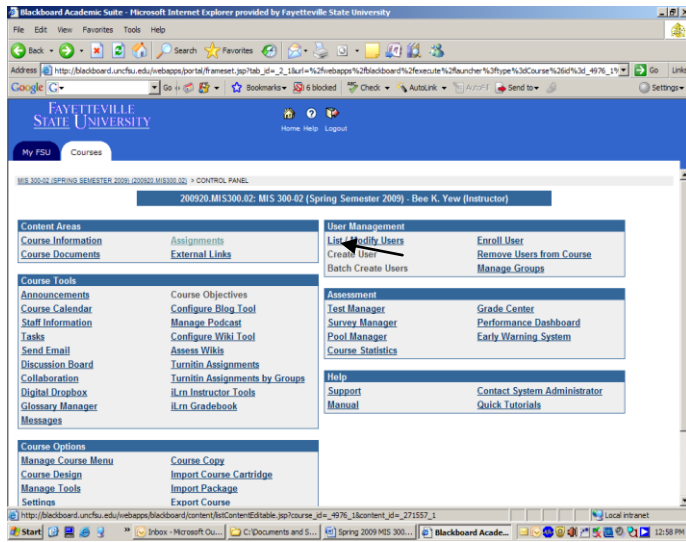
Exams (4 exams)	60%
Homework assignments (6 sets)	36%
Class participation	4%
Total	100%

Homework assignments **MUST** be done individually (unless it is instructed otherwise) and **MUST BE** submitted using Blackboard Assignments tool. ***You have one week to submit your concerns after you receive your grades. After that, all the grades are final and will not be changed for any reason whatsoever.*** This policy is for all the grades including exams and class assignments.

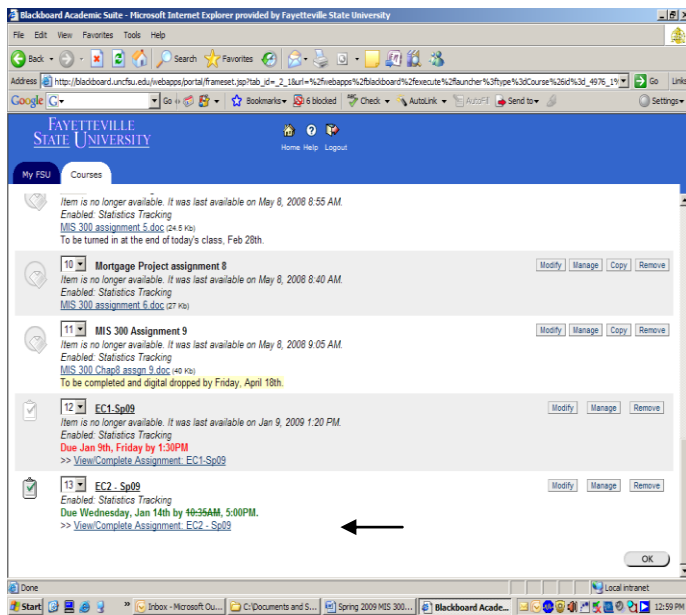
Instructions for using the Assignments for submitting computer project and assignments:

1. When you are in Assignments in Blackboard course site, click the link for the Assignment in Blackboard course site
2. Download the assignment by clicking the link for the document, and click Save to save the document to your drive
3. Open the document from where you have saved it
4. Complete the document, and save it again (under a different name if you choose)
5. In Assignments in Blackboard course site, click the link as in step (1)
6. Find Browse button, click it, and find the document that you want to submit for grade, click to select the document, then click Open
7. Before clicking the Submit button in Assignments:
 - a. make sure that this is the correct document that you want to submit, if this is not there is a Remove button, click to remove it
 - b. if there is another file to be submitted, click the Add another file, Browse, and Open
8. When you are ready to submit and leave the Assignments screen, click Submit button.

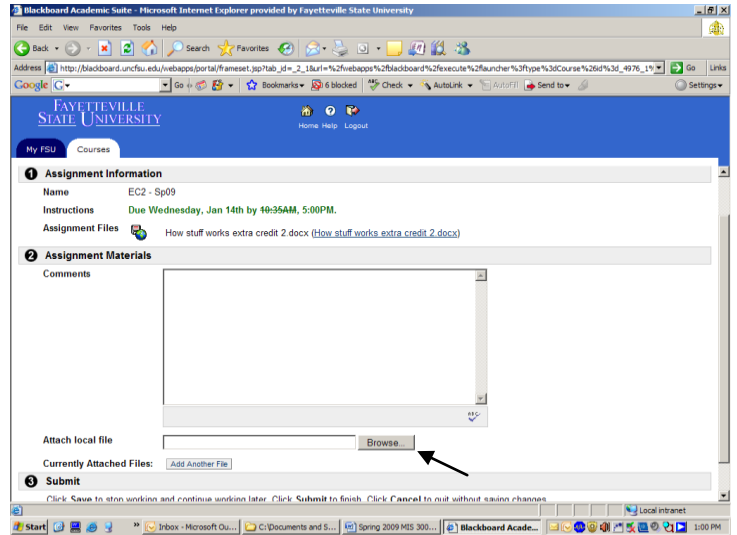
(1)



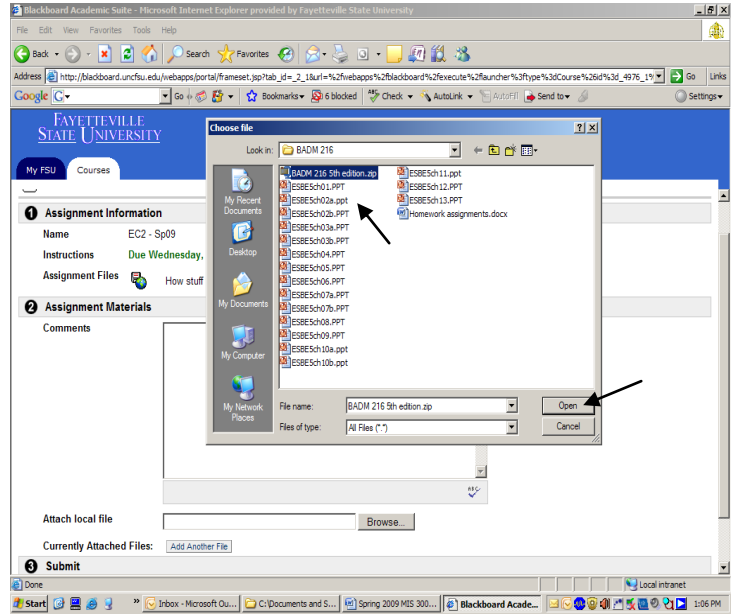
(2)



(3)



(4)



e. Policy on Missed or Late Assignments -

All homework assignments are due in class on the due dates. Late homework will be penalized 10 points each day for a maximum of three days (including the weekend days). You must take each exam on the date and time scheduled. No make up exams will be given unless under extenuating circumstances (Prior instructor approval is required). The instructor reserves the right to change the structure/format of the missed exam. If you fail to take an exam on time, you will receive a ZERO on the exam. The grade for missed assignments is zero and cannot be changed. You are responsible for checking any updates on the final exam day/time for this course in the university's website: <http://www.uncfsu.edu/registrar/pdf/FinalExamSchedule.pdf>.

f. Other class policies, rules, regulations that affect a student's grade**1. Class Participation**

I expect you to review the assigned chapters before class and be ready to participate in class discussions. Your class participation includes class attendance and class discussions.

2. Text and other readings

Assigned readings should be completed according to the given schedule. It usually takes 2 to 3 hours to read one chapter. It is recommended that students take notes carefully when they are reading the chapters. The other readings, if assigned (e.g. lecture notes, PowerPoint slides, tutorials and Internet sites) are part of your responsibilities for this course reading. Make sure that you take good notes from instructor lectures.

3. Communication with the Instructor and with Each Other

The best way to communicate with me is by email or through Blackboard. Use email to ask questions about the course and the assignments. If you have any questions or problems, please let me know as soon as possible so that we can find a solution.

Note: *Email ID Requirements:* Due to increasingly serious virus threats, I do not open most emails. When you send me an email, your subject line **MUST** contain the following information: **Course Number, Your Name, and Reason for message.**

Example: "BADM 214 – 03, Jack London, Question on Homework 1".

If your subject line does not follow the correct format, your email will be deleted UNREAD.

I have posted my office hours in this syllabus. Please come and see me in my office hours if you have any question that cannot be answered by e-mail.

4. Student Behavior Expectations: -The instructor will respect all students and will make every effort to maintain a classroom climate that promotes learning for all students. Students must accept their responsibility for maintaining a positive classroom environment by abiding by the following rules:

- a. Students are not permitted to wear headphones or other paraphernalia that may be distracting to the classroom environment.

- b. Students must refrain from any activity that will disrupt the class; this includes turning off cell phones and pagers.(Cell phones must be turned off during the class time)
- c. Students will not pass notes or carry on private conversations while class is being conducted.
- d. Students will not use computers to check their e-mails or perform other activities unless it is permitted by the instructor

Consequences for Failing to Meet Behavioral Expectations: The first time a student violates one of these rules, the instructor will warn him or her privately, either after class or before the next class. (Faculty members reserve the right to warn students publicly if needed.) The second time a student violates the guidelines; the instructor may deduct as many as twenty points (out of 100 total points assigned to an exam) from the student's next exam grade. If a student violates the guidelines three times, the instructor will report the student to the Dean of Students for disciplinary action according to the FSU Code of Student Conduct. See policy available from this link: (http://www.unctsu.edu/policy/academic_affairs/DisruptiveBehavior.Final.pdf).

6. Academic Policy

The university academic dishonesty policy in page 5 of the Student Handbook applies to all required work in the course. Students are strongly encouraged to provide inputs that will enhance classroom-learning environment. The link for academic regulations is found in this link: (<http://catalog.unctsu.edu/ug/academicregulations/index.htm>)

Academic Dishonesty (this applies only to Learning Community section)

You need to read the **FSU Code of Student Conduct** (the link is provided in the course site under FSU Academic Dishonesty Policy). Plagiarism and cheating are serious offenses and may be punished by failure on exam; failure in course; and/or expulsion from the University. Plagiarism is considered theft of intellectual property. Please visit the Georgetown University web site (<http://www.georgetown.edu/honor/plagiarism.html>) for plagiarism discussions. All students enrolled in FSU classes at all levels are responsible for knowing what constitutes plagiarism. Whether by design or by accident, plagiarized content is unacceptable. There are no explanatory circumstances.

Plagiarism occurs when:

- *Students submit work that directly quotes or paraphrases the work of another, without specific citation of the passages crediting the creator of the work*
- *Students combine the works of another with their own original effort, including comments on those passages, without specific citation of the passages crediting the creator of the work*
- *Students include a list of references at the end of an assignment but do not indicate which words or passages specifically (by use of quotation marks) are from those sources and which words or passages are original work*

VII. Course Outline and Assignment Schedule (the details are available on Blackboard site, please make sure that you check the deadlines for assignments on Blackboard)

Unit	Week	Learning Objectives	Readings and other Assignments
1	Week 1- 2	<u>MS WORD:</u> Use advanced applications of MS Word to create documents, format texts, format paragraphs and documents, work with graphs, work with research documents (create references and footnotes, comments and tracked changes, become familiar with APA as a research writing style), and create tables, envelopes and labels.	Homework assignments Exam 1: WORD
2	Week 3 -6	<u>MS EXCEL:</u> Apply appropriate cell referencing, use the point and click mode entry for cell formulas and functions, work with multiple worksheets, chart data, and import data into Excel	Homework assignments Exam 2: EXCEL
3	Week 7-11	<u>MS ACCESS:</u> Understand data quality concepts, create database with appropriate properties for data fields, optimized tables, forms and reports, compose different types of queries to retrieve information from the database, import data, use properties of forms and reports to create different styles, and integrate multiple databases in Access	Homework assignments Exam 3: ACCESS
4	Week 11-13	<u>MS POWERPOINT:</u> Use advanced features of PowerPoint to create presentations	Homework assignment Exam 4: POWERPOINT
5	Week 13-15	<u>MS PUBLISHER and OUTLOOK:</u> Use Microsoft publisher to create different documents and Microsoft Outlook to manage e-mails and calendar	Homework assignments
6	Week 15-16	<u>INTERNET and SEARCH ENGINES:</u> Understand Internet technologies and security, conduct web searches for information, use search engines to search for research topics in databases, and communicate online for the purpose of work collaboration and using group work tools.	Homework assignments
7	Week 17	<u>Final exam week</u>	

Important Dates:

Monday, Jan 10 th	First Day of class
Friday, Jan 14 th	End of late registration
Monday, Jan 17 th	MLK holiday
Friday, Jan 21 st	Faculty assign X grade to students on class roster, but who have never attended
Mon – Fri, Mar 7 th – Mar 11 th	Midterm Break
Friday, April 22 nd	Deadline for withdrawing from class(es) Undergraduate students are permitted to withdraw from no more than five courses with no impact on GPA. Hours counted as attempted hours. No adjustment of tuition and fees for withdrawal from individual classes.
Friday, April 22 nd	Spring Holiday
Friday April 29 th	Last Day of class and Final Exam for Graduating Seniors
Saturday May 7 th	Commencement

To see the complete calendar for Spring 2011, please click on the following link:
<http://catalog.uncfsu.edu/calendar.htm>

VIII. Teaching Strategies

Instructor will explain the concepts of software and demonstrate the “how-to” in class. Students are expected to learn by working on their computer assignments and projects individually. The course will emphasize on learning of computing skills through individual effort and ownership of learning process. This means students are expected to trouble-shoot errors by exercising basic steps in problem solving process. Instructor will encourage problem-solving behaviors through hints or clues as to what the student may need to look into as sources for the error. Since this is a web-enhanced course, students are expected to be downloading and reading materials posted in BB site before the class.