Syllabus for
MIS 212—Advanced Microcomputer Applications in Business
3 Credit hours
Fall 2004

I. COURSE DESCRIPTION

Building on the student's base computer skills and knowledge of commercially available software packages commonly used in business, this course will emphasize the use of these products at a more advanced level. Representative software includes word processing, spreadsheet, presentation and database. This advanced course will emphasize the skills needed for the Microsoft Office Specialist (MOUS) core-level certification.
Prerequisites: Management Information Systems major or CSC 112 and permission from the Instructor.

II. COURSE GOALS

In line with the purpose of the Management Information Systems program, this course is designed to prepare a student for an active role in the current business environment. It is expected that each student enrolling in this course is an experienced user of Microsoft Windows and the Office programs; therefore, the goal of this course is to focus on enhancing the student's expertise in the use of these software applications (including word processing, spreadsheet, presentation and database management).

Additionally, since certifications are an integral part of the Information Technology field, emphasis will be placed on the advanced skills needed to pass the MOUS core-level certification exam. NOTE: The MOUS exam can only be taken at authorized testing centers throughout the world (for locations, go to http://scsite.com/offxp/cert.htm). This exam can be taken whenever the student desires and at the student's expense. Although the student will be encouraged to take the certification exam, it is not a mandatory component of the course and if taken, the exam score will not affect the student's grade.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

A. Terminal Objectives

As a result of successfully completing this course, the student will be proficient in using Microsoft Windows and Office XP applications and will possess the ability to create, manipulate and integrate documents, presentations, spreadsheets, and databases.

B. Objectives for Students in Teacher Preparation Programs

The Teacher Preparation Program meets the competency-based requirements established by the Oklahoma Commission on Teacher Preparation. This course meets Subject Competencies 10, 11, 12, 13, 14, 15, 16, and 17.

SC 10: Understand basic principles and terminology related to computer technology.
SC 11: Understand principles of computer system design.
SC 12: Apply principles of computer technology to solve problems involving information gathering and analysis.
SC 13: Apply principles of computer technology to solve problems related to project and business management.
SC 14: Understand information processing systems.
SC 15: Analyze data storage, retrieval, and transmission systems.

SC 16: Understand principles of telecommunications and applications of telecommunications in business.
SC 17: Analyze ethical and security issues involving technology systems.

As a result of successfully completing this course, the Teacher Candidate will know how to do the following:

1. Recognize terminology related to computer technology (Subject Competency 10)
2. Identify features of and relationships among computer input devices, output devices, processing units, and storage units (Subject Competency 10)
3. Identify procedures for selecting, operating, and maintaining computer hardware and software (Subject Competency 10)
4. Analyze factors affecting the selection of computer hardware and software (Subject Competency 10)
5. Identify the capabilities and limitations of available systems (Subject Competency 11)
6. Compare the characteristics of computer systems [e.g., network, stand-alone, graphical user interface, workstations (Subject Competency 11)]
7. Analyze computer requirements of given businesses and business environments (Subject Competency 11)
8. Identify appropriate types of hardware and software for given applications in data gathering and analysis (Subject Competency 12)
9. Analyze the appropriateness and efficiency of strategies and procedures used to solve given problems involving the gathering and analysis of information (Subject Competency 12)
10. Identify appropriate types of hardware and software for given applications in project and business management (Subject Competency 13)
11. Analyze the appropriateness and efficiency of strategies and procedures used to solve given problems involving project and business management (Subject Competency 13)
12. Analyze factors involved when selecting technology tools for project and business management (Subject Competency 13)
13. Recognize strategies and techniques for efficiently using word processing applications (Subject Competency 14)
14. Recognize strategies and techniques for efficiently using database applications (Subject Competency 14)
15. Recognize strategies and techniques for efficiently using spreadsheet applications (Subject Competency 14)
16. Recognize types and characteristics of technologies used to transmit information [e.g., fax, on-line services, electronic mail, modem (Subject Competency 15)]
17. Recognize considerations involved in data storage and retrieval between systems [e.g., baud rates of modems, compatibility of software and hardware, conversion packages (Subject Competency 15)]
18. Recognize the components and operating principles of telecommunications systems [e.g., fax, satellites, cellular phones, ground stations, wide area networks (Subject Competency 16)]
19. Identify terms related to telecommunications [e.g., uplink, cell, relay (Subject Competency 16)]
20. Analyze business situations and problems to determine appropriate telecommunications solutions [e.g., teleconferencing, information highways, distance learning, telecommuting (Subject Competency 16)]
21. Identify procedures related to information systems security [e.g., passwords, voice

imprinting, virus checking, user rights (Subject Competency 17)]

22. Analyze issues related to electronic privacy and the sharing and gathering of information (Subject Competency 17)
23. Analyze issues related to generating, maintaining, and selling data files (Subject Competency 17)

C. Unit Objectives

1. Unit I Microsoft Word. Upon successful completion the student will be able to do the following:
   a. Create and format a Word document with a table, chart and watermark
   b. Generate form letters, mailing labels, envelopes and directories
   c. Create a newsletter

2. Unit II Microsoft Excel. Upon successful completion the student will be able to do the following:
   a. Create an Excel spreadsheet utilizing financial functions, data tables, amortization schedules and hyperlinks
   b. Create, sort and query a worksheet database
   c. Create spreadsheet templates and work with multiple worksheets and workbooks
   d. Integration: Link an Excel worksheet to a Word document

3. Unit III Microsoft Access. Upon successful completion the student will be able to do the following:
   a. Create a report, form and combo box in an Access database
   b. Enhance an Access form with OLE fields, hyperlinks and subforms
   c. Create an application system using macros, wizards and the switchboard manager
   d. Integration: Share data among applications
4. Unit IV Microsoft PowerPoint. Upon successful completion the student will be able to do the following:
   a. Create and enhance a PowerPoint slide show using visuals
   b. Modify visual elements and presentation formats
   c. Integration: Integrate PowerPoint with other Office products

IV. TEXTBOOKS

A. Required Textbook

Shelly, Cashman, Vermaat. Microsoft Office 2003 Advanced Concepts and Techniques
Boston: Thompson Course Technology, 2003. ISBN: 0-619-20026-X © 2004

B. Optional/Recommended Materials

1. One 3_-inch high-capacity diskette
2. Novell account, Internet access, Web browser, e-mail account
3. Computer and Microsoft Office XP software

V. POLICIES AND PROCEDURES

A. University Policies and Procedures

1. Attendance at each class or laboratory is mandatory at Oral Roberts University.
2. Double cuts will be assessed for absences immediately preceding or following holidays.

3. Excessive absences can reduce a student's grade or deny credit for the course.
4. Students taking a late exam because of an unauthorized absence will be charged a late exam fee.
5. Students and faculty at Oral Roberts University adhere to all laws addressing the ethical use of others' material, whether it is in the form of print, video, multimedia, or computer software.
6. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.

B. Computer Usage Policies and Procedures
1. Each Student who uses the computer is given access to the appropriate computer resources. These limited resources and privileges are given to allow students to perform course assignments. Abuse of these privileges will result in their curtailment.
2. The contents of directories on ORU networks and computers are subject to review by instructors and the Information Systems staff.

C. Course Policies and Procedures
1. Evaluation Procedures

a. Graded Work

Category	**Percent of Course Grade**	
Class Work and Quizzes	10%	Class study of the day (Quizzes may be given without prior warning and may not be made up.)
Flash Cards	5%	
Homework	30%	
Tests	40%	Written tests and/or practicum
Attendance	0% or -%	Excessive absences = a negative %
Final Exam	15%	Comprehensive

b. Grading Scale

A	>89 - 100%
B	>79 - 89%
C	>69 - 79%
D	>59 - 69%
F	0 - 59%

c. Other Grading Policies.
1. Tests may include material not found in the textbook. The percentages may vary depending on the software and hardware available.
2. Points will be deducted for anything turned in after the due date.
3. All assignments pertaining to a particular unit must be turned in before a test on that unit to receive credit; the instructor will make a decision as to any exceptions to be granted in this regard.
4. Points may be deducted for taking a test late and a late exam fee will be assessed. The instructor may replace a missed test with the final exam.

5. It is the responsibility of the student to visit the instructor during an office hour to receive extra help on assignments or to inspect and/or make changes in anything pertaining to the course average grade. Grades will not be changed after the final exam.

VI. COURSE CALENDAR

Word			
Week	**Class Work Project**	**Flash Cards**	**Home Work**
1	4 WD 218 - 284	WD 286 - 30 Questions	WD 291 – 292
1 - 2	5 WD 298 - 362	WD 365 - 30 Questions	WD 367 – 368
2	6 WD 378	WD 447 - 30 Questions	WD 457 – 476
3 Test	Practicum	Written Exam	
Excel			
3 - 4	4 EX 242 - 293	EX 295 - 30 Questions	EX 296, 297, 300
5	5 EX 306 - 364	EX 367 - 30 Questions	EX 374 – 375, 376
6	6 EX 378 - 452	EX 454 - 30 Questions	EX 455 - 456
7	I EX 465 - 478		
Test	Practicum	Written Exam	
Access			
8	4 AC 194 - 246	AC 248 - 30 Questions	AC 250 – 251
8 - 9	5 AC 257 - 302	AC 303 - 30 Questions	AC304–5, 306-7
9 - 10	6 AC 313 - 364	AC 365 - 30 Questions	AC366–7, 368-69
10	DA AC 377 - 396		
Test	Practicum	Written Exam	
PowerPoint			
11	3 PPT 161 - 213	PPT 215 - 30 Questions	PPT 216, PPT 220-1
12	4 PPT 225 - 293	PPT 295 - 30 Questions	PPT 302 – 304
Test	Practicum	Written Exam	
Integration and Certification Tests			
13	Integration		CS 4-5, CS 6-7
14	Certification Sample Tests	Scsite.com/winoff2003/cert.htm	Sample Tests
Final Exam			

Course Inventory for ORU's Student Learning Outcomes

CSC 112--Microcomputer Applications in Business
Fall 2004

This course contributes to the ORU student learning outcomes as indicated below:
Significant Contribution – Addresses the outcome directly and includes targeted assessment.
Moderate Contribution – Addresses the outcome directly or indirectly and includes some assessment.
Minimal Contribution – Addresses the outcome indirectly and includes little or no assessment.
No Contribution – Does not address the outcome.

The Student Learning Glossary at http://ir.oru.edu/doc/glossary.pdf defines each outcome and each of the proficiencies/capacities.

	OUTCOMES & Proficiencies/Capacities	Significant Contribution	Moderate Contribution	Minimal Contribution	No Contribution
1	**Outcome #1 – Spiritually Alive** Proficiencies/Capacities				
1A	Biblical knowledge				X
1B	Sensitivity to the Holy Spirit				X
1C	Evangelistic capability		X		
1D	Ethical behavior		X		
2	**Outcome #2 – Intellectually Alert** Proficiencies/Capacities				
2A	Critical thinking		X		
2B	Information literacy	X			
2C	Global & historical perspectives				X
2D	Aesthetic appreciation		X		
2E	Intellectual creativity		X		
3	**Outcome #3 – Physically Disciplined** Proficiencies/Capacities				
3A	Healthy lifestyle				X
3B	Physically disciplined lifestyle				X
4	**Outcome #4 – Socially Adept** Proficiencies/Capacities				
4A	Communication skills	X			
4B	Interpersonal skills		X		
4C	Appreciation of cultural & linguistic differences				X
D	Responsible citizenship			X	
4E	Leadership capacity			X	

(Revised 3/08/04)