Syllabus for
CSC 112—Microcomputer Applications in Business
3 Credit hours
Spring 2005

I. COURSE DESCRIPTION

An introduction to commercially available software packages commonly used in business environments. Representative packages include word processors, spreadsheets, and data bases. Provides a foundation for computer applications encountered in upper-level business courses. (Does not count toward a major or minor in computer science.)
Academic technology fee: $45.

II. COURSE GOALS

There are three goals for this course. The first is to enhance, motivate, and enable a person to more effectively and powerfully combine his or her God given spiritual gifts and intellectual abilities, thus making one's societal role more satisfying, enjoyable, productive, and profitable. Secondly, the student will acquire computer skills that will be commensurate with the expectations set forth by our university, public and private work environments. These skill expectations include using a computer to improve communications, presentations, data gathering, data interpretation, information dissemination, and research. Finally, the student will gain the computer literacy, and software application proficiency needed to pursue further study and research in a student's chosen discipline.

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 the Microsoft Windows operating system, Internet Explorer, and the Microsoft Office suite of applications. The student will possess the ability to create and integrate documents, presentations, spreadsheets, and databases.

B. Unit Objectives

1. Unit I Essential Introduction to Computers and Microsoft Windows Operating System. This unit is a self study for students that have little or no previous experience with computers or the operating system. Upon successful completion the student will be able to do the following:
    a. Introduction
        1. Use computer terminology to discuss computer components
    b. Project One
        1. Use mouse and window terminology and techniques
        2. Create, print, and store a document
        3. Use Windows Explorer to display files and folders
        4. Use Windows Explorer to manipulate files.

2. Unit II Microsoft Word. Upon successful completion the student will be able to do the following:
    a. Project One Creating a Flyer Outcomes
        1. Start Word, manipulate the toolbars, enter text, and correct errors
        2. Import graphics, resize them, and align them

3. Select text and format text
4. Correct spelling and grammar errors
5. Print and save a document
6. Zoom a document and Use Word online help
7. Quit Word

b. Project Two Creating a Research Paper Outcomes
1. Create and format a table
2. Use the Word screen views and styles
3. Set tab stops with leaders and use the TAB key
4. Add border and shading to a paragraph
5. Copy, move, and replace selected text
6. Insert breaks and Auto Text entries
7. Use print preview and print a document
8. Change the margin settings and line spacing
9. Insert a page break and a header with a page number
10. Create a hanging indent and first line indent for paragraphs
11. View hidden formatting marks
12. Sort and indent selected paragraphs
13. Use the thesaurus
14. Insert a footnote
15. Find and replace text
16. Navigate the document

c. Project Three Creating a Resume and Cover Letter Outcomes
1. Use the Resume Wizard
2. Inserting line breaks
3. Insert borders and the system date
4. Change the color of text and borders
5. Bullet a list

3. Unit III Microsoft Excel. Upon successful completion the student will be able to do the following:

a. Project One Worksheet and an Embedded Chart Outcomes
1. Start Excel, navigate worksheets, and enter labels and values
2. Merge and center text, align cell contents, make corrections
3. Select cells and ranges for copy, cut, paste, and move
4. Use the AutoSum button
5. Use the fill handle
6. Format fonts, and manipulate the toolbars
7. Apply the AutoFormat command to format a range
8. Create a 3-D Column Chart
9. Print, save, open a worksheet
10. Use online Help to answer questions

b. Project Two Formulas, Functions, and Formatting Outcomes
1. Enter multiple lines of text in the same cell
2. Enter formulas
3. Apply the AVERAGE, MAX, and MIN functions
4. Use the Smart Tags
5. Change the color and background of cells
6. Use the Format Painter
7. Add borders and shadows to a range of cells

8. Change the width of a column and height of a row
9. Check the spelling of a worksheet
10. Create a 3-D pie chart and format chart items
11. Format values and use the Decimal Button
12. Indent cell entries
13. Preview a printing of a section of a worksheet

c. Project Three What-if Analysis Outcomes
1. Rotating text
2. Select nonadjacent ranges for formatting and graphs
3. Insert and deleting columns and rows
4. Insert and formatting the system date
5. Freeze and unfreeze Worksheet Titles
6. Use absolute and relative cell addresses in formulas and functions
7. Use the IF function
8. Format a pie chart with rotate, tilt, color, leaders, and pull out a piece
9. Rename, recolor, and move worksheet tabs
10. Split the worksheet window
11. Use the Goal Seek

4. Unit IV Microsoft PowerPoint. Upon successful completion the student will be able to do the following:

a. Project One
1. Start a new PowerPoint presentation and use the PowerPoint views
2. Select a Slide Layout, and Design Template
3. Use the objects that are on the Slide Layouts
4. Place objects from the drawing toolbar, clipart, and the Internet onto a slide
5. Format selected objects and their contents
6. Save and open a presentation
7. Add new slides
8. View a presentation and advance the slides
9. Use Style Checker to identify spelling, visual clarity, case, and end punctuation inconsistencies
10. Apply transition to slides and animation to objects
11. Change line spacing on the Slide Master
12. Print a presentation
13. Use online help
14. Close PowerPoint
15. Move text between objects
16. Copy a slide

b. Project Two
1 Create action buttons that hyperlink to Excel and Word
2. Demote and promote a bulleted paragraph
3. Add a header and a footer to outline pages
4. Add animation schemes
5. Print a presentation outline or note pages
6. Change the slide order
7. Add action buttons with action settings
8. Change action settings

5. Unit IV Microsoft Access. Upon successful completion the student will be able to do the following:

a. Project One Aston James College Database Outcomes
   1. Start Access and use the Database window
   2. Create and save tables
   3. Maintain tables by editing, deleting, and adding records
   4. Relate tables with referential integrity and use subdatasheets
   5. Place validation rules and requirements on fields
   6. Filter and sort records
   7. Create and use a Lookup Field
   8. Open, add records to, print, and close a table
   9. Create and use a form to view and edit records
   10. Create and print a custom report with subtotals
   11. Create and run select, update, and delete queries with criteria
   12. Create and run queries that sort data and calculate statistics
   13. Join tables
   14. Create and use calculated fields
   15 Create and use indexes
   16. Open and close a database
   17. Use online Help

6. Unit VI Office Integration. Upon successful completion the student will be able to do the following:
   a. Project One
      1. Create tables in Excel that uses the Feature Value and Payment functions
      2. Copy and paste the Excel tables into a form letter and mail merge the form letter to recipients in a table that resides in a Microsoft Word document.
   b. Project Two
      1. Create a long range budget in Excel that uses an assumption area, the Payment function, and the Present Value function. The student will update the assumptions in five year increments.
      2. Write an explanation of their long range plans in a Word document.
      3. Create a PowerPoint presentation that summarizes their budget, and uses action buttons to hyperlink to the Excel worksheet and the Word document.
   c. Project Three
      1. The student is to incorporate Microsoft Word, Excel, Access, PowerPoint, and the Internet in a small business project.
      2. Create newspaper style documents with landscape orientation
      3. Create Web pages
      4. Create hyperlinks in PowerPoint to Access, Excel, Word, and Web pages

C. Objectives for Students in Teacher Preparation Program

The Teacher Preparation Program meets the competency-based requirements established by the Oklahoma Commission on Teacher Preparation. This course meets the following competencies:
Subject Competencies, 10, 14, & 15.

This course is designed to help students meet subject competencies:
SC 10: Understand basic principles and terminology related to computer technology.
SC 14: Understand information processing systems.

SC 15: Analyze data storage, retrieval, and transmission systems.

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

1. How to recognize terminology related to computer technology. (Subject Competency 10)
2. How to identify features of and relationships among computer input devices, output devices, processing units, and storage units.(Subject Competency 10)
3. How to recognize business software applications. (Subject Competency 14)
4. How to recognize strategies and techniques for efficiently using word processing applications. (Subject Competency 14)
5. How to recognize strategies and techniques for efficiently using database applications. (Subject Competency 14)
6. How to recognize strategies and techniques for efficiently using spreadsheet applications. (Subject Competency 14)
7. How to analyze factors involved in linking software applications. (Subject Competency 14)
8. How to recognize types and characteristics of data storage and retrieval systems. (Subject Competency 15)
9. How to analyze the use of various storage and retrieval systems in given situations. (Subject Competency 15)

IV. TEXTBOOKS

A. Requirement Textbook

1. Shelly, Cashman, Vermaat. Microsoft Office 2003 Introductory Concepts and Techniques Boston MA: Course Technology, 2004. ISBN: **1418830488**
   If this is a new book, it is bundled with a testing and tutoring software named SAM that hasn't been opened or used by another student. The SAM software doesn't have to be returned with the book when it is sold back to the bookstore.
2. SAM 2003 Assessment & Training Student Tutorial w/T ISBN: 0-619-17251-7 © 2005
   If the book listed above is used or doesn't come with a SAM CD, the SAM software on CD will have to be purchased separately. Once a student uses the CD to set up a SAM account, it cannot be used by another student. See the book store or http://www.course.com/

B. Recommended Materials

One 3½-inch high-capacity diskette, or memory stick.

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 Science and Mathematics Department 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. Students should note that the contents of Computer directories are subject to review by instructors and the computer Administrative staff.
2. A fee of $10.00 will be assessed for all late exams. This policy applies to all exams taken without notifying the professor prior to the regularly scheduled exam time and to all exams taken late without an administrative excuse.

C. Course Policies and Procedures

1. Evaluation Procedures

a. Graded Work

Category	**Percent of Course Grade**	
Homework	20%	H01 through H14
Tests	40%	Four tests
SAM training	15%	S1 – S6
Learn Online	5%	Flash Cards
Attendance	0% or -%	Excessive absences = a negative %
Class Work	10%	C1 – C4
Final Exam	10%	Comprehensive

b. Grading Scale

A	89.5 - 100%
B	79.5 - 89.4%
C	69.5 - 79.4%
D	59.5 - 69.4%
F	0 - 59.4%

c. Other Grading Policies.

Most class work and homework assignments are worth 100 points, but there are exceptions. The Access class work and home work are worth 300 points each, and the second and third integrated assignments are worth more than 100 points. Tests may include material not found in the textbook. The percentages may vary depending on the software and hardware available. Points may be deducted for anything turned in after class time of a due date. 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. Points may be deducted for taking a test late, or taking a test with a class in which the student is not enrolled. 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.

Any test not taken may receive the score made on the final exam. Barring excessive absenteeism, the course grades will be awarded according to the class grading scale. If quizzes are given, the percentages will be changed in the graded worktable above.

d. Naming and turning in assignments.

File names are to be a composite of section ID + assignment ID + last name, typed in lowercase. All section numbers should be composed of a single digit, and all assignment numbers should be composed with two digits. Here are some examples:

1h03Ward	← section 1	+ home work 3	+ last name
3c04Carr	← section 3	+ class work 4	+ last name
4t02Preston	← section 4	+ test two	+ last name

Failure to name a file correctly and place it in the correct folder may result in it being deleted, or have points deducted from its score by the instructor.

Most assignments are turned in by using Explore. To launch Microsoft© Explorer, right click **start** button, then left click **Explore.** Further instruction on how to turn assignments in will be given in class.

2. ePortfolio Requirements

There may be an ePortfolio artifact associated with this course. Check your ePortfolio handbook for the requirements.

VI. COURSE CALENDAR

Week	Class Work	Home Work	Learn It Online
Word			
1	Course Procedures and Windows OS	Read WIN 4 through WIN 81	
1	S1=SAM Word training	H1=WD74-126	L1=WD64 #2 32
2	C1=WD 65-66	H2=WD160-194	+ WD128 #2 25
		S H3=WD 201Case 1	+ WD197 #2 25
3		F H3=WD 201Case 2	
	Word Test using SAM		
Excel			
4	S2=SAM Excel training		L2=EX #2 32
	C2=EX 146-207	F H4=EX 222 Case1	+ EX #2 25
		S H4=EX222 Case 2	+ EX #2 25
5		F H5=EX223 Case 3	
		S H5=EX223 Case 4	
6		F H6=EX224 Case 5	
		S H6=EX224 Case 5	
7	Excel Test using SAM		
Access		H7 AC 63,112,171 Case 1	L3=AC53 #2 32
8	S3=SAM Access 1	H8 AC 63,112,171 Case 2	+AC108 #2 25
9	S4=SAM Access 2	H9 AC 63,112,171 Case 3	+AC166 #2 25
10	S5=SAM Access 3	H10AC 64,112,171 Case 4	
11	Access Test using SAM		
PowerPoint			
11	S6=SAM PPT training	H11 PPT 136-137	L4=PPT 67 #2 32
12	C3 PPT132-134	H12 PPT 141-156	+ PPT 130 #2 25
13		H13 PPT.doc	
14	PowerPoint Test using SAM		
Integrated			
14	C4 INT 3-39	F H14 INT 47 Case 3	L5=INT 41 #2 30
		S H14 INT 47 Case 4	
15			
	Final Exam		

LEGEND
F – Fall
S - Spring

Course Inventory for ORU's Student Learning Outcomes

CSC 112--Microcomputer Applications in Business
Spring 2005

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
4D Responsible citizenship			X	
4E Leadership capacity			X	