Syllabus for
CSC 112—Microcomputer Applications in Business
3 Credit Hours
Fall 2016

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 information technology.)

II. COURSE GOALS

The purpose of this course is to enable the student to do the following:

A. Become enhanced, motivated, and enabled to more effectively and powerfully combine his or her God-given spiritual gifts and intellectual abilities, thus making his or her societal role more satisfying, enjoyable, productive, and profitable.

B. Acquire computer skills that will be commensurate with the expectations set forth by the University and public and private work environments. These skill expectations include using a computer to improve communications, presentations, data gathering, data interpretation, information dissemination, and research.

C. Gain the computer literacy and software application proficiency needed to pursue further study and research in his or her chosen discipline.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

A. Terminal Objectives

As a result of successfully completing this course, the student will be able to do the following:

1. Proficiently use the *Microsoft Windows* operating system, *Internet Explorer*, and the *Microsoft Office* suite of applications.
2. Create and integrate documents, presentations, spreadsheets, and databases.

B. Unit Objectives

1. Unit I: *Microsoft Word*

   As a result of successfully completing this unit, the student will be able to do the following:

   a. Create and save a new document, edit text, select, delete, and format text, preview and print a document, navigate *Word*, add graphics, use spell and grammar checker, and close a document and *Word*.
   b. Change document and paragraph layout, change and reorganize text, create and modify lists, insert and format headers and footers, insert frequently used text, insert and format references.
   c. Format graphics, set tab stops, insert text boxes and shapes, and create and format a table.

d. Collect and paste text and graphics, create and format columns, use special character and paragraph formatting, create mailing labels using mail merge, insert hyperlinks, insert a SmartArt graphic, and preview and save a document as a Web page.

2. Unit II: *Microsoft Excel*

As a result of successfully completing this unit, the student will be able to do the following:

a. Create, save, and navigate an *Excel* workbook; enter and edit worksheet data; construct, edit, move, and copy formulas; use the sum function; format percentages; create a pie chart and a chart sheet; and use the *Excel* help system.

b. Create and save a workbook from an existing workbook, navigate a workbook and rename worksheets, enter dates, clear contents, clear formats, move copy and paste cells, edit and format multiple worksheets at the same time, create a summary sheet, and format and print multiple worksheets in a workbook.

c. Use sum average, median, min, countif, if, date, and max functions; freeze panes and create an *Excel* table, and format and print a large worksheet.

3. Unit III: *Microsoft Access*

As a result of successfully completing this unit, the student will be able to do the following:

a. Start *Access* and create a new blank database; add records to a table; rename table fields in datasheet view; modify the design of a table; add more tables; print a table; create and use a query, form, and report; close and save a database; use the Navigation Pane; and use the help system.

b. Open an existing database; create table relationships; sort records; create queries in design view; modify queries; sort query results; specify criteria in a query; import *Excel* tables; use wildcards, calculated fields, compound criteria, and multiple tables in a query; and group data and calculate statistics in a query.

c. Create, modify, and use forms; use the form wizard, design view, and layout view; filter records; create a report using the report tool and blank report tool; and print a report and keep data together.

4. Unit VI: *Microsoft PowerPoint*

As a result of successfully completing this unit, the student will be able to do the following:

a. Open, view, and save a presentation, edit and format a presentation, create headers and footers and print a presentation, create a new presentation, use the slide sorter view, add pictures, and use the help system.

b. Format slide elements, insert and format pictures and shapes, apply slide transitions, reorganize presentation text and clear formats, and create and format a SmartArt graphic.

c. Customize slide backgrounds and themes, animate a slide show, create and modify tables and charts.

5. Unit V: Office Integration
   As a result of successfully completing this unit, the student will be able to do the following:
   a. Export *Access* data to *Excel*, create a formula in *Excel*, copy *Access* data into a *Word* document, copy *Excel* data into a *Word* document, and insert an *Excel* chart into a *PowerPoint* presentation
   b. Insert a *Word* outline into *PowerPoint*, import *Excel* data into a *PowerPoint* chart, and insert a hyperlink into a *PowerPoint* slide.
   c. Reinforce skills and vocabulary by reviewing for each application.
6. Unit VI: Microsoft Certified Application Specialist
   Practice tests are given to the students for test preparation.

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, and 15.

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 AND OTHER LEARNING RESOURCES

A. Required Materials
   1. Textbooks
      None
   2. Other (Software)
      Check with your instructor for information on the software used for this course. Each student needs to purchase the MyITLab software from the book store. MyITLab is an online application package that allows students to access videos,

labs, and exams. MyITLab includes reports, but the instructor will transfer grades to D2L, or a spreadsheet. The student is responsible for checking on their grades. Whether you are using a Mac or a PC, you can get access to ORU's VMware (Virtual Machine). The VMware allows your home computer to act as a dumb terminal to ORU's host PC, which means that you will have access to *Microsoft Office 2013*. See your instructor, or the help desk for details.

3. Computers
   Students may use the computers in ORU's computer lab. They all run VMware. Students may use their own computer. The VMware can be found by searching for "VMware" at the oru.edu URL. When using the VMware, log into a Novel account in the Business area, launch either Internet Explorer or Chrome Internet browser. Students can set up their MyITLab account with the information in the packet purchased from the book store.

B. Optional Materials
   1. Textbooks
      None
   2. Other
      One USB flash drive for storing files.

V. POLICIES AND PROCEDURES

A. University Policies and Procedures
   1. Attendance at each class or laboratory is mandatory at Oral Roberts University. Excessive absences can reduce a student's grade or deny credit for the course.
   2. Students taking a late exam because of an unauthorized absence are charged a ($15) late exam fee.
   3. Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:
      a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
      b. Failing to meet group assignment or project requirements while claiming to have done so;
      c. Failing to cite sources used in a paper;
      d. Creating results for experiments, observations, interviews, or projects that were not done;
      e. Receiving or giving unauthorized help on assignments.
      By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines.
   4. 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.

5. Students are to be in compliance with University, school, and departmental policies regarding Whole Person Assessment (WPA) requirements. Students should consult the WPA handbooks for requirements regarding general education and the students' majors.
   a. The penalty for not submitting electronically or for incorrectly submitting an artifact is a zero for that assignment.
   b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

B. Department Policies and Procedures

1. Computer Resources - 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. Late Exams - Each instructor has his or her own late-exam policy, so an instructor may decide that an exam missed because of an unexcused absence cannot be made up.
3. Unexcused Absences - Any student whose unexcused absences total 33% or more of the total number of class sessions will receive an F for the course grade.
4. Incompletes – As stated in the University catalog, incompletes are granted only for "good cause," such as extended hospitalization, long-term illness, or a death in the family. Students must petition for an incomplete using the form available in the Computing and Mathematics Department. Very few incompletes are granted.

C. Course Policies and Procedures

1. Evaluation Procedures
   a. The first due date will be seven to ten days after the last day to add or drop the course and may include several tutorials, projects, and exams. Failure to buy the software needed and turn in the assignments by their due dates will result in a zero. The semester grade is based on the following but may vary due to the grade book's capabilities:
      MyITLab Labs/Training/exams/projects 100%
      The final exam will replace a lowest test grade.
   b. Barring excessive absenteeism or points being deducted for bad conduct, the course grades are awarded according to the grading scale:
      A=90%
      B=80%
      C=70%
      D=60%
      F=59% and below
2. Whole Person Assessment Requirements
   None
3. Other Policies and/or Procedures
   Points may be deducted for anything turned in late. All assignments must be turned in before the due date and time to receive full credit or possibly any credit. The instructor will make a decision as to any exceptions to be granted in this

regard. It is the responsibility of the student to monitor grade entries and report any discrepancies to the instructor as they occur. Grades are not to be changed after the last day of class. The instructor may require a missed test score to be replaced with the score on the final exam.

VI. COURSE CALENDAR

The number of projects, exams, and tutorials may vary depending on the instructor and what is available. A more detailed calendar will be provided via the SNAP 2013 software. The following is an approximation and may be presented in a different order. The first due date will be seven to ten days after the last day to add or drop the course and will include several items. Failure to buy the software needed and turn in the assignments by their due dates will result in a zero. There are about 14 assignment sections, and 14 weeks in a semester. An effort will be made to give the student about 13 days in which to complete each assignment, which means that most of the assignments will have about 7 days that overlaps an adjacent assignment. Students are encouraged to complete assignments during its first week of availability, and use the second week for emergencies. Due dates will not be extended. Each assignment section may be composed of tutorials, skill exams, concept exams, and projects.

Topic Applications	**Start Date**	**Due Date**
Computer Literacy	1st week	
Word	1st week.....	4th week
Excel	5th week	7th week
Mid-term grades	.....	End of 7th week
Access	8th week	10th
PowerPoint	11th week	13th week
End of term	.....	end of 14th week
Final Exam	.....	14th week

Course Inventory for ORU's Student Learning Outcomes
CSC 112—Microcomputer Applications in Business
Fall 2016

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	