

Stillman College
School of Business
BUS 231 - Microcomputer Applications

Course number: BUS 231

Section: OLC

Course title: Microcomputer Applications

Credit hours: 3

Pre-requisite: None

Professor's Contact Information

Professor's Name: Carol Williams

Office Location: Harte Center

Telephone: 205-247-8149

Email address: cwilliams@stillman.edu

Email/Phone Response Time: at least 24 hours

Office Hours: via phone upon request via email

Course Description: This course is a study of business application software such as spreadsheets, databases, word processing, desktop publishing, and graphics for business presentations.

Course Level Student Learning Outcomes (SLOs): As a result of taking this course, the student will be able to

- Explain the principal components of a computer and their use
- Perform various functions such as move, copy, rename, and delete files and folders
- Use search engines to locate information, copy and paste the information and source into a document file
- Utilize word processing software to create, edit, format, save, and print a variety of documents
- Utilize a spreadsheet program to create, edit, format, save, and print a spreadsheet.
Spreadsheets will provide business solutions incorporating the use of formulas and functions, absolute and relative cell references, graphs and charts using data in a spreadsheet
- Utilize a database software program to create and edit tables, manage data records, set up queries to locate information; utilize statistical functions and calculated fields, and sort and select records to create a report file
- Utilize presentation software to create, modify, and enhance a presentation with text, clip art, pictures and charts
- Integrate information from multiple programs and export tables and data to other software applications

Course Objectives: The objectives of this course are to:

- To teach the fundamentals of Microsoft Windows 10, Microsoft Word 2016, Microsoft PowerPoint 2016, Microsoft Excel 2016, and Microsoft Access 2016
- To expose students to practical examples of the computer as a useful tool
- To acquaint students with the proper procedures to create documents, presentations, worksheets, and databases suitable for coursework, professional purposes, and personal use
- To help students discover the underlying functionality of Office 2016 so they can become more productive
- To develop an exercise-oriented approach that allows learning by doing

Full Course Outline: Click on the following link:

<https://stillman.edu/wp-content/uploads/2019/08/2019-2020-Stillman-College-Catalog.pdf>

The syllabus and course assignments are subject to change by the instructor as needed. Any changes to this syllabus will be posted on Canvas.

Class Schedule: Online

Class: BUS 231– Microcomputer Application

Textbook(s) Information: Microsoft Office 365 & Office 2016: Introductory 1st Edition by Misty E. Vermaat (eBook PDF)

ISBN-10: 1305870017 **ISBN-13:** 978-1305870017

<https://www.cengage.com/c/shelly-cashman-series-microsoft-office-365-office-2016-introductory-1e-vermaat/9781305870017PF/>

Web Content Information: Textbook Companion: <https://www.cengage.com/>
<https://www.cengage.com/dashboard/#/login>

Methods of Instruction:

Unique Requirements of the Class: Online

Course Evaluation Methods:**Grading Scale and Policy:**

A=100%-90%

B=89%-80%

C=79%-70%

D=69%-60%

F=59%-0%

Objective: •Exams: Review; Practice •Hands-on Exercises •Lab/Book Exercises •Discussions

20%---Exam: Word, Excel, Access, and PowerPoint

10%---Projects/Group/Individual

30%---Quizzes Exam Practice

20%-- Reading/Videos, Lab/Hands-on Exercises

20%--Online Discussions/Participation/Attendance

No Incomplete or WX (Withdrawn for excessive absences) grades will be issued without a valid, written medical excuse.

Late Assignment Policy:**Class Requirements**

Assignments- all assignments (Exams, Projects, Labs, etc...) must be completed using a computer with Microsoft Word and/or other software used in class or lab, and must be submitted online. The use of Stillman student's account allows you to upload assignments and download materials such as lectures, assignments schedules and others (See Lab/Project/Exam Schedule (Due Dates). Prior approval of professor for any changes is required.

Material Requirements: Textbook, Computer and Software

Have access to a modern laptop with a windows or Mac operating system with internet connectivity is clearly a requirement and/or use campus computers in the labs. Software to be used in the course includes:

The syllabus and course assignments are subject to change by the instructor as needed. Any changes to this syllabus will be posted on Canvas.

- MS Office 365 software to present and discuss problems and solutions. A standard suite of "Office-like" software will likely already be installed on your system.

Computer Accounts Required:

1. Stillman Account: This account allows you to access the software in the Computer Science Labs (BUS Building). These are fully networked labs running Windows.
2. Stillman/Canvas account: All of my communications to you will be sent via your preferred e-mail. Make sure the email stored is the one you want me to use for your class communications.

Technical Requirements: Hardware, Software, and Accounts

- A computer with Internet access. You may use your home computer or the computers in the BUS-231 labs
- Available software programs use in the lab. Contact Helpdesk for help with technical problems. helpdesk@stillman.edu

Class Policies and Methodology

Attendance: Professors are required to take attendance.

University Policies and Web Information

Academic Dishonesty

Academic dishonesty is the intentional misrepresentation of all or part of one's work to deceive for personal gain or assisting another to do the same. Academic dishonesty includes, but is not limited to, cheating, plagiarism, fabrication, and/or submission of work, via written or electronic means, all or any part of which was developed in response to the assignment of an instructor.

Consequences for Academic Dishonesty: Consequences for Academic Dishonesty: Action(s): Automatic "F" on assignment, course or possible expulsion from the institution. Please refer to Stillman College Student Handbook:

<https://stillman.edu/wp-content/uploads/2019/02/Student-Handbook-2018-2019-final.pdf>

Computer Competency Component: Each student will, to the satisfaction of the professor, demonstrate a fundamental understanding of basic computer operations through various professor-determined exercises and/or assignments.

Disability Support Services: Students with disabilities are advised, in compliance with federal and state laws, that accommodations and services are available through the office of American Disability Act (ADA). It is the student's responsibility to contact Disabled Student Services Advisors and to submit appropriate documentation prior to receiving services. For accommodations due to a disability, please contact the instructor within the first week of class. In addition, please see the website at:

<https://stillman.edu/about-us/help/>

Student Responsibility Policy: When a student attends the University, s/he becomes subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner, in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the University and are responsible for observing all University policies and procedures as published in the student handbook, the University

catalog and other University publications. The student will be responsible for preparing for class and completing assignments on time.

Please refer to Stillman College Student Handbook:

<https://stillman.edu/wp-content/uploads/2019/02/Student-Handbook-2018-2019-final.pdf>

Withdrawal Policy for Individual Courses: The Business Department will adhere to the University policy stated in the Schedule of Classes. It is the student's responsibility to add/drop a class. Please visit the following website: <https://stillman.edu/programs/academic-calendar/>

Important Contact Information:

helpdesk@stillman.edu Help with technical problems in Business computer labs.

Department Contact Information

Department Contact Name: Dean McCoy

Office Location: Houston H. Harte Center – Room# 209

Telephone: (205)248-3401

Email address: imcoy@stillman.edu