College of Business
Tennessee State University

Course Syllabus

LOCATOR INFORMATION:

Course Name: Microcomputer Applications (BISI 2150)

Credit Hours: 3

Contact Hours: 3

INSTRUCTOR: Name Santosh Venkatraman
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                     Phone: 615.963.7315
                     E-mail: svenkatraman@tnstate.edu

REQUIREDTEXTBOOK & MATERIALS:
Manning: MS Office 2010 - A Skills approach (Just Book ISBN 978-0-07-3516479) + SimNet 2010
Office Suite; ISBN for the Package is: 0077634438

COURSE DESCRIPTION: Provides an introduction to the Windows environment, word processing, spreadsheet, presentation, database, and other business applications including the Internet. The course provides the background necessary to design and develop computer-based solutions to business problems using current software tools.

COURSE OBJECTIVES:

Upon completion of the course, the student will be able to:

- Manage Files on a Windows-based System

- Use the current version of Microsoft Office Suite for solving business problems

ACADEMIC INTEGRITY:

Academic honesty and integrity lie at the heart of any educational enterprise. Students are expected to do their own work and neither to give nor to receive assistance during quizzes and examinations. Deliberate violations of academic integrity (plagiarism, cheating, mis-representation of information) and fabrication are not tolerated. Actions outlined in the Tennessee State University Student Handbook under Code of Student Conduct will be followed for incidents of academic misconduct.

REASONABLE ACCOMODATIONS:

Any students requiring accommodations should contact Patricia Scudder, Director of Students with Disabilities-Disabled Student Services Office, at 963-7400,preferably before the fourth class meeting. The College of Business, in conjunction with the Office of Disabled Student Services, makes reasonable accommodations for qualified students with medically documented disabilities. I need to be aware of your status if it will affect your class activities and assignments---before assignments are due.

CODE OF STUDENT CONDUCT:

There will be no eating, drinking, sleeping or disruptive behavior in the classroom. Each student is encouraged participating in classroom activities, asking questions, and working along with the class as recommendations/problem solutions to illustrations, examples, and cases are examined. Additionally, cell phones must be turned off upon entering the classroom and should remain so until class has ended. Action will be taken against those students who do not adhere to appropriate classroom behavior.

ATTENDANCE& LATE WORK:

Assignments will not be accepted after the specified due dates.

ASSIGNMENTS& EVALUATION CRITERIA:

POINTS DISTRIBUTION	
WORD EXAM	200
EXCEL EXAM	200
ACCESS EXAM	200
Software Assignments	400
TOTAL POINTS:	1000

GRADING SCALE:

Grade Assignment
A if total points >= 900
B if 800 - 899.9
C if 700 - 799.9
D if 600 - 699.9
F if < 600