

College of Business

TENNESSEE STATE UNIVERSITY

Spring Fall 2012 Course Syllabus

LOCATOR INFORMATION:

Course Name: Microcomputers Applications

Credit Hours: BISI 2150 – 03 credit hours

Contact Hours: Section 98 – Online

INSTRUCTOR: Dr. Retta H. Guy
Office: H410 AWC
Phone: 615.963.7176
E-mail: rguy@tnstate.edu

Office Hours

Monday thru Thursday

- 10:00 a.m. – 11:00 a.m.
- 2:00 p.m. – 4:00 p.m.

REQUIRED MATERIALS:

Microsoft Office 2010: A Skills Approach with User Guide PPK--Manning (ISBN: 0077634438 / 9780077634438). To purchase course materials directly with MaGraw-Hill, please use the following link:

http://www.mhprofessional.com/mhhe_product.php?isbn=0077634438&cat=108

A sufficient amount of data storage tools for storing and backing up data (e.g. 3.5" high-density diskettes, CD-R/CD-RW, zip disks, or high capacity removable media).

COURSE DESCRIPTION:

Provides an introduction to the Windows environment, word processing, spreadsheet, 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. Prerequisite: Keyboarding Proficiency.

COURSE OBJECTIVES/COMPETENCIES:

Workplace competencies and foundation skills have been integrated into *SimNet for Office 2010 – Office Suite*. Upon successful completion of the course, students will be able to demonstrate competence in the following areas:

- Resources—An ability to identify, organize, and allocate time, money, materials, space, and people. Develop competency with resources.
- Information—An ability to acquire, organize, evaluate, interpret, and communicate information along with using computers to process information. Competency with information is basic to any classroom.
- Technology—The knowledge and skill to select equipment and tools, apply technology to specific tasks, and maintain and troubleshoot software.

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, projects, lessons and examinations. Deliberate violations of academic integrity (plagiarism, cheating, misrepresentation, and fabrication of information) 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 ACCOMMODATIONS:

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 Department of Business Information Systems, 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:

Each student is encouraged to participate in online activities, ask questions, and work along with the class as recommendations/problem solutions to illustrations, examples, and cases are examined. Additionally, students must adhere to the same standards of behavior online that you follow in the traditional classroom setting; thus, action will be taken against those students who do not adhere to appropriate behavior.

ASSIGNMENT COMPLETION POLICY:

You will be given anywhere from 3-4 weeks to complete each of the Microsoft applications. There will be a start date and a completion date, once we reach the completion date, you will no longer have access to the current application's lessons, projects and exams, therefore, grades will be recorded based on what you have completed. **THE MODULES WILL NOT BE REOPENED FOR ANY REASON.**

TEACHING STRATEGIES:

This course will be presented using a 3-step demonstration process (Teach me, Show me, Let me try) created by SimNet online and a lecture presentation system developed with Microsoft PowerPoint. Text, figures, animations, and videos (two to four minutes in length) are combined to produce lecture presentations and demonstrations. Lessons, a self-study component and PowerPoint slides will aid the students in learning each application.

With each application (Word, Excel, PowerPoint, and Access) students will be responsible for completing the lesson, projects and exam. See course schedule below.

| BISI 2150 Assignments and Course Materials | | | | | | |
|--|----------------|-------------|-------------|----------|-------|----------------------|
| Course Materials | | | Assignments | | | |
| PPT Slides | Textbook Pages | Description | Lessons | Projects | Exams | Due Dates |
| √ | OF 2-22 | Office | n/a | n/a | n/a | 8/27 – until |
| √ | WD 2-124 | Word | √ | √ | √ | 8/27– 9/23 |
| √ | EX 2-141 | Excel | √ | √ | √ | 9/24 – 10/21 |
| √ | PP 2-101 | PowerPoint | √ | √ | √ | 10/22 – 11/18 |
| √ | AC 2-32 | Access | √ | √ | √ | 11/19 – 12/13 |

√ = slides and assignments available

n/a = not applicable

ASYNCHRONOUS DISCUSSION PARTICIPATION

Each week you will be required to participate in the asynchronous discussion forum in eLearn (<https://elearn.tnstate.edu/>). Each weeks' discussion will pertain to the specific application we are learning during that week. You can either post issues, questions, comments and/or solutions pertaining to (1) SIMNET or (2) the Microsoft applications. This type of discussion is designed to enhance learning as you share your ideas, perspectives, and experiences with your classmates. You will also develop and refine your thoughts through the writing process, as well as, broaden your classmates' understanding of the course content.

Each week's asynchronous discussion participation will be worth 3 points @ 15 weeks = 45 total points possible. Below is the rubric that will be used to award points for your participation.

| Criteria | Unacceptable 0 Points | Acceptable 1 Point | Good 2 Points | Excellent 3 Points |
|-----------------------------------|---|---|--|---|
| Frequency | Participates not at all. | Participates 1-2 times on the same day. | Participates 3-4 times but postings not distributed throughout week. | Participates 4-5 times throughout the week. |
| Initial Assignment Posting | Posts no assignment. | Posts adequate information with superficial thought and preparation; doesn't address all aspects of the task. | Posts well developed information that addresses all aspects of the task; lacks full development of concepts. | Posts well developed information that fully addresses and develops all aspects of the task. |
| Follow-Up Postings | Posts no follow-up responses to others. | Posts shallow contribution to discussion (e.g., agrees or disagrees); does not enrich discussion. | Elaborates on an existing posting with further comment or observation. | Demonstrates analysis of others' posts; extends meaningful discussion by building on previous posts. |
| Content Contribution | Posts information that is off-topic, incorrect, or irrelevant to discussion. | Repeats but does not add substantive information to the discussion. | Posts information that is factually correct; lacks full development of concept or thought. | Posts factually correct, reflective and substantive contribution; advances discussion. |
| Clarity & Mechanics | Posts long, unorganized or rude content that may contain multiple errors or may be inappropriate. | Communicates in friendly, courteous and helpful manner with some errors in clarity or mechanics. | Contributes valuable information to discussion with minor clarity or mechanics errors. | Contributes to discussion with clear, concise comments formatted in an easy to read style that is free of grammatical or spelling errors. |

VIRTUAL ATTENDANCE

Each student will be required to attend 1 virtually class meeting per week via WIMBA on elearn ((<https://elearn.tnstate.edu/>)). If you have never used this option on eLearn previously, please complete the following prior to our initial meeting:

1. Run the WIMBA wizard in order to complete the compatibility check; and
2. Review the WIMBA classroom participant guide located under "Important Students Links" to the left of the course home page.

Each week's virtual class meeting will be worth 3 points @ 15 weeks = 45 total points possible. For those of you not able to attend neither virtual meeting due to work or other obligations, there will be a recorded/archived version of the meeting in which you are

required to review and submit a 2-3 paragraph summary of the meeting in order to receive credit. The summary must be submitted to me within 2 days of the 2nd meeting for the week.

Both meetings will contain the same content, which is why attendance at only 1 meeting is required. The weekly meetings will be as follows:

1. Mondays – 5:00 p.m.
2. Wednesdays – 11:00 a.m.

COURSE GRADE

Each Module grade (Word, Excel, PowerPoint, and Access) is calculated on the basis of points given for each assignment. The following is a breakdown of your final grade:

- 30% of the final grade will be based on the lessons
- 30% of the final grade will be based on the projects
- 30% of the final grade will be based on the exams
- 10% of the final grade will be based on asynchronous discussions and virtual class meetings

GRADING SCALE:

The following grading scale will be used to administer letter grades.

| | |
|--------------|---|
| 90 – 100 | A |
| 80 – 89 | B |
| 70 – 79 | C |
| 60 – 69 | D |
| 59 and below | F |