BSAT 205: Microcomputer Applications In Business

Syllabus (Subject to Change)
Summer 2000 Semester
Revised: 4 June, 2000

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Course Prerequisite or Corequisite: MATH 105 or MATH 109

Textbooks and Other Required Materials. The required textbook for this course is entitled, (New Perspectives on) Microsoft Office 2000 Professional, by Parsons, Oja, Ageloff, Zimmerman, Zimmerman, Finnegan, Shaffer, Romer, Adamski, Perry, Schneider, Carey, and Carey

Other required materials include the following:

- Five "portfolio" type folders
- Twenty (20) 3.5" DS-HD diskettes, along with at least one carrying case, and
- Scantron Sheets for Quizzes

Course Description and Objectives. An introduction to microcomputer applications and the use of software packages such as operating systems, word processing, spreadsheets, and database to solve business problems. Course content includes instruction and use of the following software: (1) Windows NT 4.0; (2) Microsoft Office 2000 Professional Suite -- M S Word (word processing), M S Excel (spreadsheet), M S Access (database), and M S PowerPoint (presentation graphics) and Web Page Developer. Students will use this software to complete assignments and will apply this knowledge to their personal and professional life. NOTE: Using software other than M S Office 2000 is not acceptable. A ssignment completed using any other software will not be accepted. This includes all earlier versions of M S Office such as Office 95, and Office 97.

Attendance Policy. A ttendance is mandatory. W e meet every day in the intensive session and you cannot keep up if you miss class.

Use of Electronic Devices - Electronic devices will not be used during class hours, turn them off before you enter the classroom. A beeper, pager, cell phone, or PCS in your possession will be turned off, not muted, not in silent attention mode, not in buzzer mode, just plain off. If you bring one to class and it causes a disturbance you will surrender it to the instructor.

Make-up Work. In order to have any possibility of receiving credit for work missed due to absences, the student M UST complete missed assignments no later than the first class meeting after his or her return! W e cannot accept any make-up work after this deadline; after that, the student will receive a grade of zero on the missed assignment(s). If a student is absent on the day when the assignment is announced by the instructor, it is the student's responsibility to get any and all information needed to complete these assignments on time!

Emergency Evacuation Procedures/Students with Disabilities. A map of this floor is posted near the elevator marking the evacuation route and the Designated Rescue Area. This is an area where emergency service personnel will go first to look for individuals who need assistance in exiting the building. Students who may need assistance should identify themselves to the teaching faculty.
**Grading Policy.** The grading scale used in this course is a 100-point grading scale (A =90-100, B =80-89, C =70-79, D =60-69, F =0-59). The allocation of grades is as follows:

Daily Quizzes on each set of tutorials/applications: 50 points based on the quiz average for that application/set of tutorials (Excel, Access, Power Point, and Word; Webpage development, and integration of the applications), total of 300 points;

Graded Assignments: 20 points each for a total of 60-100 points (probably one each on Excel, Access, Power Point, Webpages, maybe Word, and maybe integration);

Assignment Portfolios on each of Excel, Access, Power Point, Word, Webpages, and integration: 30 points for each of the applications; total of 180 points

The total points possible for the course is 540-580 points, depending on the number of assignments. In order to calculate your grade in the course, simply divide your total points earned by the total points possible.

**Cheating Policy.** Part V of the "Rules and Regulations" section of the Undergraduate Bulletin (student handbook) presents the university's position on academic honesty (i.e. cheating and plagiarism). Please read this section carefully! We consider both cheating and plagiarism serious offenses. Any student who either cheats or plagiarizes on tests, assignments or portfolios will receive a grade of "F" in the course. In addition, we will submit the student's name to the appropriate university authorities for further action against the student.

**Use of Microcomputer Labs.** The ULL-College of Business Administration has several microcomputer-based labs available to students who require access to PC software. You must register to use the labs. You do this by requesting a user name from the assistant in room 182 (you will need to show your student ID). You must log-in each time you use the lab and log-off when you finish.

We will be using only lab rooms 188 and 190 unless notified otherwise. Office 2000 is only installed in those two rooms; other labs have the wrong software. OTHER LABS MAY BE OPEN. DO NOT USE THEM.

Lab assistants who are ULL students have been assigned to work in the labs. Their purpose in the labs is to monitor the integrity of the lab equipment and assist with printout distribution. These lab assistants are not consultants. They do not know how to and are not allowed to provide any assistance whatsoever to students in completing computer assignments.

The bottom-line is that when you go to the lab, be prepared! Take all necessary books, diskettes, backup diskettes, pens, and notes with you. You are expected to do your own work. **Important: Copying another student's work is considered cheating (see "Cheating Policy" above).**

**Course Schedule.** You should check the course schedule on Paul Meredith's WWW homepage at least once a day; it is subject to change at any time without notice in order to allow us to try to provide the greatest flexibility for learning! Click on the hyperlink (below) in order to view (and print) the schedule.

Weekly Schedule: This syllabus and the Summer 2000 Course Schedule can be found on my web page in two forms. It prints just like this in Acrobat form; it is also there in web form (html).