

Xavier University

## Exhibit

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Management Information Systems Syllabi

Management Information Systems

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3-1-2007

### INFO 100-01 Business Computer Applications

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#### Recommended Citation

Braund, Gerald, "INFO 100-01 Business Computer Applications" (2007). *Management Information Systems Syllabi*. 485.

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## COURSE SYLLABUS

**INFO 100-01 – Business Computer Applications**

**Spring 2007**

**MEETING PLACE:** HAI 15  
**INSTRUCTOR:** Gerald (Jerry) Braun  
**E-MAIL:** [braun@xavier.edu](mailto:braun@xavier.edu)  
**COURSE WEB SITE:** [blackboard.xu.edu](http://blackboard.xu.edu)  
[myxu.xu.edu](http://myxu.xu.edu)  
**OFFICE HOURS:** Available from Blackboard

**OFFICE:** Hailstones 211  
**TELEPHONE:** 745-2034  
**FAX:** 745-3455

**TEXTS** Required:  
SAM 2003 Assessment and Training Student Tutorial CD ver. 3.1  
Optional:  
New Perspectives on Microsoft Word 2003 Brief  
New Perspectives on Microsoft PowerPoint 2003 Intro  
Thomson Course Technology, 2005

**DESCRIPTION:** A computer-based training course for developing core competencies using productivity tools relevant for business applications.

**WILLIAMS COLLEGE OF BUSINESS MISSION:** "We educate students of business, enabling them to improve organizations and society, consistent with the Jesuit tradition."

**COURSE OBJECTIVES:** Upon completion of this course the student will be able to:

- Demonstrate basic skills for using a computer, and manipulating data files
- Demonstrate skill proficiency in Word 2003 and PowerPoint 2003
- Demonstrate basic skill proficiency in Excel 2003
- Demonstrate skill in using application software to solve business problems

### **CLASS TIME APPROACH**

Students will meet in the lab for ten 1 ¼ hour sessions to complete training and assessment in a self-paced environment. Additional out-of-class time will be required. The amount of time will depend on the level of competency coming into the course. Attendance is required until course work is completed in order to report course progress.

### **CLASS POLICIES**

1. You **MUST** attend each class meeting until you have completed course requirements.
2. Students are expected to keep track of their own exam scores and course standing. Grading for individual exams and projects will be periodically posted to Blackboard.
3. All project work **MUST** be posted to the appropriate file storage on Blackboard.

### **COURSE MATERIALS AND ASSIGNMENTS**

The SAM 2003 Assessment and Training CD provides a self-paced learning environment used to gain skill proficiencies in Microsoft Office 2003 tools. Training materials provided include the opportunity to prepare, observe, practice, and apply each skill with audio available to describe the application of the skills. Students may choose to use either the online training or textbook tutorial to complete each of the 8 assigned skill sets. Training and/or tutorials are not required but will provide sufficient assistance to complete each of 4 required case problems. Your final grade is a combination of case assignments and assessment tests. Case problems will be made available through Blackboard.

**EVALUATION:** Grades will be assigned as follows

Assignments	Contribution to Final Grade	Final Letter Grade Scale
Case Lab Assignments	20%	S 75 – 100%
Assessment Tests	80%	F below 75%

In order to getting a final passing grade, you must complete **ALL** of the following:

- 75% or higher average on all graded components
- completion of all training exercises for Word and PowerPoint
- completion of all exams for Word and PowerPoint
- completion of all projects for Word and PowerPoint
- satisfactory completion of 2 posted training exercises for Excel
- regular attendance at class sessions until you have completed all components of the class (maximum of 2 absences)
- attendance at the final class session for a final review process

**CLASS MEETING SCHEDULE**

This course schedule should be used as a **GUIDE**. Your course is completed when all assignments have been submitted and all online assessments completed.

INFO 100-01			
Date	Topic	Case Problems	Case/Assessment Due Date
1/18/07	<b>Course Introduction</b> Computer & Office Basics		
1/25/07	Word Tutorial 1 – 2	Case Problem 1 (5 points)	2/08
2/01/07	Word Tutorial 3 – 4	Case Problem 2 (10 points)	2/15
2/08/07	<b>Word Final Assessment</b>		
2/15/07	PowerPoint Tutorial 1 -- 2		
2/22/07	PowerPoint Tutorial 3 -- 4	Case Problem 3 (5 points)	3/01
3/01/07	<b>PPT Final Assessment</b>		
3/08/07	Spring Break		
3/15/07	Excel Tutorial 1		
3/22/07	Excel Tutorial 2		
3/29/07	<b>Final Review</b>	None	