Southeast Missouri State University

Department of Accounting

Course No. AD101

Title of Course: Introduction to Microcomputer Applications Revision: Spring 2012

I. Catalog Description and Credit Hours of Course:

Fundamentals of an integrated business applications program in a networked Windows environment. (3)

II. Prerequisite(s): Keyboarding skills

III. Purposes or Objective of the Course:

Students will develop a basic facility with an integrated business applications program & networking including Internet. (BSBA 2)

Upon completion of this course students should be able to:

A. Use Windows commands & procedures for file management.
B. Use the Internet to explore resources, services, & retrieve information.
C. Use word processing software to prepare organizational documents.
D. Use spreadsheet software for financial & other business applications requiring mathematical calculations.
E. Use spreadsheet software to prepare various charts--pie, bar, line, column, & area.
F. Use database software to develop & use database files for information retrieval & reports.
G. Use presentation software to create materials to use as visual aids.
H. Use applications software to create an integrated document.

IV. Student Learning Outcomes

Upon completion of this course students should be able to:

A. Use Excel functions to summarize quantitative data graphically, including pivot tables and charts.
B. Use Power Point to create, modify, and enhance presentations.
C. Use Word to create and edit documents.
D. Use Access to query tables and use application tools to generate reports.

V. Expectations of Students:

A. Students must have regular access to a microcomputer and the Internet
B. Students will be expected to submit their assignments upon request.
C. Students will be expected to observe the copyright laws in the use of all course software.

D. Students will be expected to attend all classes & to submit in-class assignments as well as out-of-class assignments.

VI. Course Content or Outline (Indicate number of class hours per unit or section):

A. Introduction to Windows 1

B. Introduction to the Internet
   1. Copyrighting 1
   2. Cyber Security

C. Word processing applications
   1. Creating & editing a document
   2. Formatting text & paragraphs
   3. Formatting documents 11

D. Spreadsheet & chart applications
   1. Building & editing worksheets
   2. Formatting a worksheet
   3. Working with charts
   4. Using functions and formulas
   5. Use basic and advanced data analysis tools 18

E. Data base applications
   1. Using tables
   2. Using queries
   3. Using forms
   4. Using a report 6

F. Presentation applications
   1. Creating a presentation
   2. Modifying & enhancing presentation by inserting images & sound downloaded from Internet
   3. Presenting the finished presentation to the class 6

G. Integration of documents
   Integrating Word, Excel, Access, & PowerPoint 2

VII. Textbook(s) and/or Other Required Materials or Equipment:

   The Pearson Custom Program for AD101, Pearson Ed. 2011

B. Training and assessment software access code(Purchase at Southeast Bookstore)

C. USB Flash Drive

VIII. Basis for Student Evaluation:

The evaluation of students will be based on:

A. In-class activities. 0 – 30%
B. Out-of-class laboratory assignments. 0 – 30%

C. Tests/Quizzes. 40 – 80%