

## Request for Undergraduate Course Addition

1. Prepare one paper copy and obtain signatures from the Department Chair/Head, Librarian, and College Dean. 2. Submit the form to your College Curriculum Committee. 3. After attaining the signature of the College Curriculum Chair, send the paper copy to Bernice Bullock in the Faculty Senate office. 4. Send an identical (sans signatures) ELECTRONIC COPY and all supporting documentation in PDF format by email to bullock@marshall.edu.

College: LCOB Department/Division: Mgt/Mkt/MIS Alpha Designator/Number: MIS 200 Graded:  CR/NC:   
 Contact Person: Dale H. Shao Phone: 304-696-2685

**NEW COURSE DATA:**

New Course Title: <u>Business Computer Applications</u>																										
Alpha Designator/Number:	<table border="1" style="display: inline-table; text-align: center;"><tr><td>M</td><td>I</td><td>S</td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>	M	I	S																						
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Title Abbreviation:	<table border="1" style="display: inline-table; text-align: center;"><tr><td>B</td><td>u</td><td>s</td><td> </td><td>C</td><td>o</td><td>m</td><td>p</td><td>u</td><td>t</td><td>e</td><td>r</td><td> </td><td>A</td><td>p</td><td>p</td><td>l</td><td>i</td><td>c</td><td>a</td><td>t</td><td>i</td><td>o</td><td>n</td><td>s</td></tr></table>	B	u	s		C	o	m	p	u	t	e	r		A	p	p	l	i	c	a	t	i	o	n	s
B	u	s		C	o	m	p	u	t	e	r		A	p	p	l	i	c	a	t	i	o	n	s		
(Limit of 25 characters and spaces.)																										
Course Description (Limit of 30 words):	An introduction to computer applications in business, including spreadsheets, databases, presentation and word processing. Students also learn to integrate spreadsheet and database outputs into presentations and reports.																									
Co-requisite(s): <u>None</u>	First Term to be Offered: <u>Fall 2009</u>																									
Prerequisite(s): <u>None</u>	Credit Hours: <u>03</u>																									
Course(s) being deleted in place of this addition (must submit course deletion form): <u>None</u>																										

**CHECKLIST/REQUIREMENTS**

1. After completing this two page form in its entirety, include a complete syllabus and route through the departments/committees below.
2. A complete syllabus can be from when this course was previously taught as a special topics course or by creating a new, intended syllabus to use with the course. The sample syllabus must at a minimum address the following areas:
  - a. COURSE OBJECTIVES
  - b. COURSE OUTLINE
  - c. SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATE
  - d. INSTRUCTIONAL METHODS (Lecture, Lab, Internship, Practicum, etc...)
  - e. EVALUATION METHODS (Unit/Chapter, Midterm, Final, Projects, etc...)
3. If this course will replace a course that is required by another department, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.
4. If this course will be similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet, as well as, the response received from the affected department.
5. Send a copy of this completed form to the Marshall University Catalog Editor.

**SIGNATURES:** (If disapproved at any level, do not sign. Return to previous signer.)

Department Chair/Division Head: _____	Date: _____
Registrar: _____	Date: _____
Librarian: _____	Date: _____
College Dean: _____	Date: _____
College Curriculum Chair: _____	Date: _____
University Curriculum Committee Chair: _____	Date: _____
Faculty Senate Chair: _____	Date: _____
VP Academic Affairs/VP Health Science _____	Date: _____

**Request for Undergraduate Course Addition - Page 2**  
**Additional Information Required for Undergraduate Course Addition**

College: Business Department/Division: Mgt/Mkt/MIS Alpha Designator/Number: MIS 200

Provide complete information regarding the new course addition for each topic listed below. Before routing this form, a complete syllabus also must be attached addressing the items listed on the first page of this form.

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1. Identify by name the faculty in your department/division who may teach this course.

Brian Little, Dale H. Shao, Sharath Sasidharan, Shane Tomblin. Adjunct instructors will be used to teach this course.

2. If your department/division requires additional faculty, equipment, or specialized materials, attach an estimation of money and time required to secure these items.

No new resources needed first semester. If classes expand beyond resources, resources may be requested.

3. If this course will be required by a department/division other than your own, identify by name.

Not applicable (NA).

4. If there are any agreements required to provide clinical experience, attach details and signed agreements.

NA.

5. If library resources are deemed inadequate, attach a plan to overcome this. The plan must include the cost as stated by the Dean of Libraries.

NA.

6. EQUIPMENT/SUPPLIES NEEDED TO TEACH THIS COURSE (this does not refer to additional equipment/supplies that need to be purchased; simply what materials are needed in order to teach this course successfully.):

Computer lab with Microsoft Office. The College of Business already has these facilities.

7. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE OR GRADUATE COURSE (please also submit to Graduate Council course addition for 5xx graduate component):

NA.

8. PROVIDE A COMPLETE BIBLIOGRAPHY INCLUDING ALL PUBLICATIONS RESEARCHED TO CREATE THIS COURSE AND WHAT PUBLICATIONS MAY BE BENEFICIAL TO STUDENTS TAKING THIS COURSE (separate page).

## Bibliography for Questions #8

This course was developed in discussion with Lewis College of Business Division Representatives, which included the Accounting and Legal Environment Division, the Finance and Economics Division, and the Management, Marketing, and MIS Division. The needs of these divisions were discussed and a course was created to ensure students “entered” a class with basic productivity skills. This would allow the courses to be more rigorous and would allow the instructor to work on applied problems requiring productivity software skills earlier in the semester.

Specifically, the skill needs included spreadsheet skills, database skills, word processing, presentation software skills, and the integration of outputs from spreadsheets, databases into word processing and presentation files, e.g., creating a table in a spreadsheet and integrating the spreadsheet into a presentation or report.

*Microsoft Office 2007, 1st Edition*, Timothy J O'Leary, Linda I O'Leary, McGraw-Hill, 2008.

*Microsoft Office 2007 In Business Core, 2<sup>nd</sup> Edition*. Joseph E. Manzo, Dee Piazak, and Christine J. Rhoads., Pearson Prentice Hall.

*Microsoft Office 2007: Introductory Concepts and Techniques, Windows Vista Edition*, Thomas J. Cashman, Misty E. Vermaat, Gary B. Shelly, 2008.

*Skills for Success Using Microsoft Office 2007*, Kris Townsend , Pearson-Prentice Hall, 2009

# Marshall University

Lewis College of Business

## Computer Applications in Business MIS 200 Fall 2009

<b>Instructor:</b>	To Be Announced (TBA)
<b>Office:</b>	(TBA)
<b>Telephone:</b>	(TBA)
<b>Email:</b>	shaod@marshall.edu
<b>Office Hours:</b>	(TBA)
<b>Text:</b>	Required: <i>Microsoft Office 2007 In Business Core, 2<sup>nd</sup> Edition</i> . (2010), by Joseph E. Manzo, Dee Piazak, and Christine J. Rhoads., Pearson Prentice Hall. Supplemental Readings: To be announced.

***Turn off all cell phones before class begins. Do not place the phone on vibrate, it is very distracting to the class when you look down at your phone.***

### Words of wisdom

“A little knowledge is a dangerous thing.”

-- Alexander Pope (1688-1744), English poet and satirist

“It is not enough to have a good mind; the main thing is to use it well.”

-- Rene Descartes (1596-1650), French philosopher and mathematician

"The secret of success is constancy of purpose."

-- Benjamin Disraeli (1804-1881), Banquet speech before the National Union of Conservative and Constitutional Associations, Crystal Palace, London, 24 June 1872

“An instrument for organizing large quantities of information, or performing extremely complex symbolic operations beyond human capabilities within a normal life span, the computer is an invaluable adjunct to the brain, though not a substitute for it.”

■ Lewis Mumford (1895-1990), *The Pentagon of Power: The Myth of the Machine*, Graphic Section, 1.6, 1970

### **COURSE DESCRIPTION**

This course introduces fundamental concepts and productivity tools that are used in the field of business. The primary objectives are to provide the student with hands-on experience using Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Word, and the skills to integrate the outputs from

these productivity tools in to presentations and reports. These hands-on skills will provide students a set of specific skills that they may apply in their future business classes.

**LEWIS COB POLICY ON PREREQUISITES**

It is the student’s responsibility to be aware of and meet all prerequisites for LCOB courses. By remaining in the course beyond the regular registration period, the student certifies that he/she has met all prerequisites. Students registered for courses without having met prerequisites will be considered to have committed Academic Dishonesty as defined by the Marshall University Student Handbook. Sanctions may include a grade of “F” in the course for which the student has not met the prerequisite or suspension from the university. The dean’s office reserves the right to administratively withdraw students from courses if the prerequisite(s) have not been met.

**COURSE OBJECTIVES / DESIRED LEARNER OUTCOMES**

This gaining hands-on skills with several productivity tools. Therefore, the following objectives are proposed:

- ☒ Develop skills using Microsoft Excel.
- ☒ Develop skills using Microsoft Access.
- ☒ Develop skills using Microsoft PowerPoint.
- ☒ Develop skills using Microsoft Word.
- ☒ Develop skills that may be used to integrate outputs from Excel, Access, PowerPoint, and Word, into presentations and reports.

The preceding will be accomplished using the following:

- ☒ Lecture and problem-solving.
- ☒ A high degree of outside of class individual work is involved and expected from the students.
- ☒ Hands-on projects using Excel, Access, PowerPoint, and Word.

**GRADE DISTRIBUTION / POLICY**

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	below 60

**EVALUATION/MEASUREMENT/ASSESSMENT OF LEARNER OUTCOMES**

*I do not accept late assignments.* Assume Murphy’s Law is in effect and do your assignments accordingly. The date I am giving you is a “latest I will accept the assignment” date and time. Assignments are due at the beginning of class. If you do not understand something I’ve said in the lecture, you should see me as soon as reasonably possible. Do not schedule dentist or doctor’s appointments during my class times. If you have an appointment during my class, I will require written confirmation from your doctor that you scheduled it before you signed up for my class and that he/she could not possibly take you at a different time, and a number I can call to verify the note.

▶ **LCOB Learning Objectives**

Assignment	Oral Communication	Written Communication	Critical Thinking/ Problem Solving	Knowledge Base
Hands-on Projects	X	X	X	X
Research Report & Article Presentation		X	X	
Class Participation	X		X	X
Examination		X	X	X

▶ **Two Examinations (30% Total)**

Two examinations will be given during the semester,. The exams are designed to be rigorous and to reveal what you have learned from our text and class discussions. The exams will encompass information from class lectures, textbook materials, supplemental notes and class discussions. Any topic discussed in class may be on an exam, so it is critical that all students attend class and pay close attention to discussions.

▶ **Article Presentation on Current Events (5%)**

The first part of each class will be spent discussing current issues related to the use of productivity software in business. All students are required to present an article. Simply present the article to the class and allow your classmates to respond to your brief presentation. In addition to your presentation, be sure to hand in the article and a short summary covering its highlights. **YOU SHOULD DRESS PROFESSIONALLY FOR THIS PRESENTATION.**

**Hands-on Productivity Projects (55%)**

The following categories of projects will be assigned:

- Spreadsheet
- Database
- Presentation
- Word Processor
- Integration of outputs from spreadsheets, databases, word processing, in to presentations and/or reports.

### ▶ **Class Participation/Attendance Policy (10%)**

Class attendance and participation is an integral part of the course. We can all learn from each other since we have different backgrounds and work experiences. Therefore, share your thoughts in class. Attendance will be regularly monitored.

- You are expected to not only attend classes, but to actively contribute to the learning experience of the class. Please feel free to raise questions, issues, and examples that add value to the class discussion, lecture, or other activities.
- Missing classes will negatively impact your overall grade. If a student misses more than five classes throughout the semester without prior approval from the instructor, he/she will automatically receive a failing grade for the course.
- Any distractions (arriving late or leaving early) during class will adversely affect your grade.

## **CODE OF STUDENT ACADEMIC INTEGRITY**

*“Do not seek dishonest gains: dishonest gains are losses.”* -- Hesiod (700 BC), Greek poet

All students are expected to abide by the Marshall University code of conduct. Please read the code of conduct policy in the school catalogue (pages 82-85) very closely.  
Last Class Day and Last Day to Completely

### Tentative Course Schedule

#### Table of Topics

Word Chapter 1: Introduction to Word Basics  
Word Chapter 2: Creating a Basic Report  
Word Chapter 3: Word Document Enhancements  
Word Chapter 4: Word Sharing Objects and Adding References  
Excel Chapter 1: Introduction  
Excel Chapter 2: Excel Basics  
Excel Chapter 3: Calculating Data: Formulas and Functions  
Excel Chapter 4: Evaluating Data  
Excel Chapter 5: Presenting Information with Charts  
Excel Chapter 6: Applying Core Competency Skills  
Access Chapter 1: Introduction  
Access Chapter 2: The Database Table  
Access Chapter 3: Selecting and Summarizing Data from Tables  
Access Chapter 4: Applying Calculations to Data  
Access Chapter 5: Reports  
Access Chapter 6: Applying Core Competency Skills  
PowerPoint Chapter 1: Introduction  
PowerPoint Chapter 2: Creating a Basic Presentation  
PowerPoint Chapter 3: Enhancing Your Presentation  
PowerPoint Chapter 4: Delivering Your Presentation  
PowerPoint Chapter 5: Applying the Core Skills  
PowerPoint: Integration of spreadsheet and database output  
Reports and Presentations: Integration of spreadsheet and database output