Course Description: This course will provide an introduction to the use of computers in
business data processing including introductory concepts of computer technology. This will
include hands-on experience with four Microsoft© applications: Word, Excel, PowerPoint &
Access.

Textbooks: As described in the catalog, along with a minimum of 4 high-density 3 ½”
preformatted diskettes. Students need to bring these to all class periods, including exam days.
This course is designed so that students will learn the necessity of application orientation and
the integration of Management Information Systems in the workplace.

Manner of Instruction: The Socratic method will be employed during lectures and hands-on
training: this ensures students’ success when working in the classroom and in future job
situations.

Additional information
1. Pair up with a partner and exchange numbers to ask questions.
2. Attendance is mandatory to absorb the majority of the material. Class pace is accelerated
   and does not allow any time away from class. If you are late, see the instructor since attendance
   is taken at the beginning of class. Each class period missed will result in a reduction of 40 pts.
3. Missed exams and/or late homework are not accepted unless there is an illness (documented
   by a doctor), or a death in the family (Mass card necessary). Work-related travel is also a valid
   excuse with proper documentation. The instructor must be notified before these events occur,
   or credit is not awarded.
4. This course does allow for some class time to complete projects, however, the student may
   expect to spend several hours in the computer lab following the lectures and homework will not
   be completed during the lecture time period. Expect to work in the lab at least 10 hrs. weekly.
5. Purchase a lightweight folder for all coursework. The student’s name and course title should
   appear outside the folder, and the completed work should be placed chronologically inside and
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Assignment is due at the assigned deadline along with a disk labeled with the student’s name, course number and application.

6. Cheating will not be tolerated, excused or given any additional chances. Copying of assignments will result in handling according to the University’s rules of conduct.

Assignments and Point Assignment:

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Each project is worth 20 pts. each for a total of 360 pts.

Each exam is worth 100 pts. each for a total of 400 pts.

PowerPoint Presentation is worth 50 pts.
Each Apply Your Knowledge is worth 10 pts. for a total of 90 pts.
Attendance and Participation is worth 100 pts.

900-1000 = A  800-899 = B  700-799 = C  600-699 = D

Word Projects Due: Week 3
Excel Projects Due: Week 7
Access Projects Due: Week 13
PowerPoint Projects Due: Week 14