

UNIVERSITY OF ARKANSAS AT MONTICELLO
UAM CTM - AOT
TECH COMPUTER APPLICATIONS FOR BUSINESS SYLLABUS
Tuesday - Thursday – 11:10 – 12:30
Spring 2012

Instructor Name: Trudy Stringfellow

Instructor Phone: 870-222-5360, ext. 5214

Instructor Email Address: stringfello@uamont.edu

Office Hours: Monday and Wednesday – 9:00 AM – 9:30 AM, 1:00 PM – 3:00 PM; Tuesday and Thursday – 9:00 AM – 11:00 AM, 12:30 PM – 1:00 PM

Course Title and Credit Hours: Bus 1303 Tech Computer Applications for Business, 3 credit hours

Description: Provides a working vocabulary of terms used by computer personnel and an introduction to business software applications. Microsoft Office for Windows applications is used.

Corequisite: BUS 1203 or permission of administration

Required textbooks, workbooks, supplementary materials:

Microsoft Office 2010, First Course, Introductory. Cengage Learning. ISBN: 13:978-0-538-74715-8

Approximately five (5) scantron sheets

1 2 GB Flash Drive

Click on “online bookstore” for textbook information: <http://www.uamont.edu/student.htm>

Technical Support Information:

Issues with Email: Contact the Office of Information Technology; phone 870-460-2036; open Monday-Friday, 8 a.m. – 4:30 p.m.

Student Learner Outcomes for Tech Computer Applications for Business:

The student who successfully completes this course will be able to demonstrate knowledge of the:

1. Windows operating system
2. Word word-processing application
3. Excel spreadsheet application
4. PowerPoint presentation application
5. Internet connection applications and the World Wide Web
6. WeevilNet – email and student accounts

Students successfully completing the UAM CTM Administrative Office Technology program will be able to:

1. **Demonstrate abilities to produce appropriate business documents such as letters, forms, tables, graphs, financial documents and other materials inherent in office technology.**
2. **Demonstrate the ability to rapidly and appropriately respond to multiple requests within a contemporary office environment.**
3. **Demonstrate the integration of theory, lab and field content in manners to obtain employment in entry level business office.**

Attendance Policy /Participation Requirements:

Persistent attendance is expected in order to gain knowledge from this course. However, assignments are due on day of the test for the chapter/unit covered. Missing 10 or more classes may result in failure of the course.

Assessments:

Grades will be determined by labs/assignments, and a final exam. All grading will be on a total-point system. Tests will count 50% of your final grade; assignments, 25%; and final exam, 25%.

The final exam *will not* be comprehensive, but will consist of a PowerPoint project as well as a written exam over PowerPoint.

Grade Assignment:

Grading Scale:

A= 90—100 B= 80 — 89 C= 70 — 79 D= 60 — 69 F= 59 and below

Students With Disabilities:

It is the policy of the University of Arkansas at Monticello to accommodate individuals with disabilities pursuant to federal law and the University's commitment to equal educational opportunities. It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Special Student Services representative on campus; phone 870-222-5360; fax 870-222-1105.

Student Conduct Statement:

Students at the University of Arkansas at Monticello are expected to conduct themselves appropriately, keeping in mind that they are subject to the laws of the community and standards of society. The student must not conduct him/herself in a manner that disrupts the academic community or breaches the freedom of other students to progress academically.

Academic Dishonesty:

1. Cheating: Students shall not give, receive, offer, or solicit information on examinations, quizzes, etc. This includes but is not limited to the following classes of dishonesty:
 - a. Copying from another student's paper;
 - b. Use during the examination of prepared materials, notes, or texts other than those specifically permitted by the instructor;
 - c. Collaboration with another student during the examination;
 - d. Buying, selling, stealing, soliciting, or transmitting an examination or any material purported to be the unreleased contents of coming examinations or the use of any such material;
 - e. Substituting for another person during an examination or allowing such substitutions for oneself.
2. Collusion: Collusion is defined as obtaining from another party, without specific approval in advance by the instructor, assistance in the production of work offered for credit to the extent that the work reflects the ideas of the party consulted rather than those of the person whose name is on the work submitted.
3. Duplicity: Duplicity is defined as offering for credit identical or substantially unchanged work in two or more courses, without specific advanced approval of the instructors involved.
4. Plagiarism: Plagiarism is defined as adopting and reproducing as one's own, to appropriate to one's use, and to incorporate in one's own work without acknowledgement the ideas or passages from the writings or works of others.

For any instance of academic dishonesty that is discovered by the instructor, whether the dishonesty is found to be cheating, collusion, duplicity, or plagiarism, the result for the student(s) involved will be a 0 for the assignment/test and final grade will be lowered 1 letter grade.

The following schedule is tentative, with changes made at the discretion of the instructor.

THURSDAY, JANUARY 12

- Intro to course
- Intro to WeevilNet and email basics

MONDAY, JANUARY 16 – NO CLASS – MARTIN LUTHER KING JR. HOLIDAY

TUESDAY, JANUARY 17

- Continue with email basics and WeevilNet

THURSDAY, JANUARY 19

- **TO BE GRADED:** e-mail assignment and WeevilNet assignment

TUESDAY, JANUARY 24

- Continue with email and Weevilnet practice

THURSDAY, JANUARY 26

- ***Test – email basics and WeevilNet***
- Begin Exploring the Basics of Microsoft Windows 7

TUESDAY, JANUARY 31

- **TO BE GRADED:** SKILLS REVIEW – P. Windows 21

THURSDAY, FEBRUARY 2

- Begin Understanding File Management
- **TO BE GRADED:** Skills Review – PP. Windows 45-46

TUESDAY, FEBRUARY 7

- **TO BE GRADED:** Independent Challenge 1 – P. Windows 46
- **TO BE GRADED:** Independent Challenge 2 – P. Windows 47

THURSDAY, FEBRUARY 9

- **TO BE GRADED:** Independent Challenge 3 – PP. Windows 47-48

TUESDAY, FEBRUARY 14

- **Test – Getting Started with Windows 7 and Understanding File Management**

THURSDAY, FEBRUARY 16

- Begin Getting Started with Microsoft Office 2010
- Begin Microsoft Word – Unit A - Creating Documents with Word 2010

TUESDAY, FEBRUARY 21

- **TO BE GRADED:** Skills Review – PP. Word 19-20
- **TO BE GRADED:** Independent Challenge 2 – PP. Word 21-22

THURSDAY, FEBRUARY 23

- Begin Microsoft Word – Unit B – Editing Documents
- **TO BE GRADED:** Skills Review – PP Word 43-44

TUESDAY, FEBRUARY 28

- **TO BE GRADED: Independent Challenge 1 – P. Word 45**
- Begin Microsoft Office Word – Unit C – Formatting Text and Paragraphs
- **TO BE GRADED: Skills Review – PP. Word 69-71**

THURSDAY, MARCH 1

- Begin Microsoft Office Word – Unit D – Formatting Documents
- **TO BE GRADED: Skills Review – PP. Word 97-99**

TUESDAY, MARCH 6

- Complete all Word assignments

THURSDAY, MARCH 8

- **Production Test - Word**

TUESDAY, MARCH 9

- **Written Test – Word**

THURSDAY, MARCH 11

- Make up day for Word assignments, tests, etc.

MONDAY, MARCH 19 AND WEDNESDAY, MARCH 21 – NO CLASS – SPRING BREAK!!**TUESDAY, MARCH 27**

- Begin Microsoft Excel – Unit A – Getting Started with Excel 2010
- **TO BE GRADED: Skills Review – PP. Excel 19-20**

THURSDAY, MARCH 29

- **TO BE GRADED: Real Life Independent Challenge – PP. Excel 23**
- Begin Microsoft Excel – Unit B – Working with Formulas and Functions
- **TO BE GRADED: Skills Review – PP. Excel 43-44**

TUESDAY, APRIL 3

- Begin Microsoft Excel – Unit C – Formatting a Worksheet
- **TO BE GRADED: Skills Review – PP. Excel 71-73**

THURSDAY, APRIL 5

- Begin Microsoft Excel – Unit D – Working with Charts
- **TO BE GRADED: Skills Review – PP. Excel 97-99**

TUESDAY, APRIL 10

- Complete all Excel Assignments

THURSDAY, APRIL 12

- **Production Test - Excel**

TUESDAY, APRIL 17

- **Written Test - Excel**

THURSDAY, APRIL 19

- Begin Microsoft PowerPoint – Unit A – Creating a Presentation in PowerPoint 2010
- **TO BE GRADED: Skills Review – PP. PowerPoint 19-20**

TUESDAY, APRIL 24

- Begin Microsoft PowerPoint – Unit B – Modifying a Presentation
- **TO BE GRADED: Skills Review – PP. PowerPoint 43-45**

THURSDAY, APRIL 26

- Begin Microsoft PowerPoint – Unit C – Inserting and Formatting WordArt
- **TO BE GRADED: Skills Review – PP. PowerPoint 67-69**

TUESDAY, MAY 1

- Begin Microsoft PowerPoint – Unit D – Finishing a Presentation
- **TO BE GRADED: Skills Review – PP. PowerPoint 91-93**

THURSDAY, MAY 3 – 10:30 AM – 12:30 PM

- **FINAL EXAM** - written test over PowerPoint lessons

*******STUDENTS WILL BE REQUIRED TO E-MAIL ME ONCE A WEEK FOR THE ENTIRE SEMESTER, EXCEPT DURING FINALS WEEK. THREE (3) EMAILS MUST BE WITH A REGULAR ATTACHMENT AND THREE (3) EMAILS MUST BE WITH AN INTERNAL ATTACHMENT. THE REST CAN BE JUST A MESSAGE OR EITHER TYPE OF ATTACHMENT. THIS IS A REQUIREMENT OF THE COURSE; HOWEVER, IF NO WEEK IS MISSED, A BONUS PERCENTAGE (TO BE DETERMINED BY ME) WILL BE ADDED AT THE END OF THE SEMESTER.**

UAM College of Technology – McGehee
Administrative Office Technology Program Syllabus Agreement - Spring 2012

January, 2012

I, _____ do enter into an agreement with the Instructor of the course listed below.
PLEASE PRINT YOUR NAME

- I have viewed (at <http://www.uamont.edu/facultyweb/stringfellow>) a copy of the syllabus for the course:
 _____ Tech Computer Applications for Business _____.
- I have read and do understand the requirements of the course, specifically the grading and attendance policies and the disruptive behavior policies.
- I understand that all tests including the final are to be taken on the date and during the time given.
- I understand that a late penalty may be applied to any assignment turned in late and whether or not the late assignment is accepted is up to the Instructor.
- I understand that cheating, lying, plagiarism, abuse of the Internet or other illegal or unethical behavior may result in:
 - a grade of "0" on the assignment
 - final grade lowered a letter grade
 - a grade of "F" for the course
 - dismissal from the above listed course
- I understand that I am responsible for any information presented in orientations, syllabus, lectures, study guides, textbook(s), videos, student handbook, UAM catalog, and other readings or assignments whether I am present for the dissemination of this information or not.
- I understand that my Instructor will report on my attendance to any office or agency as required by UAM or Federal Financial Aid regulations.
- I understand that I must complete the appropriate information permission paperwork and turn in to the Student Services Department if I want any information shared with family, financial aid agency, employer or other entity and that I will inform these entities to direct their inquiries to the Student Services Department only.
- I understand that while I may seek assistance and advising from UAM faculty and staff, I am ultimately responsible for my progress in this course and in my program of study, and that I must be an informed consumer and apply due diligence in choosing courses and following the laws, regulations, policies and procedures of my program of study, UAM, and the Federal Government.
- I understand that the final for this class will be held on _____, May _____, 2012 from _____ am/pm to _____ am/pm.

Student's signature

Date