

SOFTWARE APPLICATIONS IN MANAGEMENT ONLINE

MGMT 0107-001& 501 & 502
SPRING 2013

JAN 22ND – MAY 6TH

INSTRUCTOR: ROLAND J. GOULET

Course Purpose/Objectives:

This course will cover computer concepts that are relevant and useful to individuals that are computer users. Students are required to complete Microsoft Office Specialist (MOS) Certification **preparation exams** in Word, Excel, Access, and PowerPoint.

A minimal amount of time will be devoted to Word; students are expected to work independently on this material.

Significant amounts of time will be devoted to Excel.

A moderate amount of time will be allocated to Access and PowerPoint.

Students are encouraged to use computer resources that are available to them at home or at other locations. Students can install the Skills Assessment Manager (SAM) materials on multiple machines that maybe available to them and that have internet connections. Students that do not have access to a PC can use any WSU Labs in either Bates or Wilson Halls.

Prerequisites

NONE

Text/Materials:

Text: Excel 2010 & SAM Code,

All must be purchased at the bookstore in one bundle

Materials purchased in prior semesters will not work!

All students are required to have one San Disk "cruzer mini" for data storage that connect to a computer using the USB Port, this device is referred to using a multitude of names, what is important is that it provides data storage using the USB port.

Students download files, complete the assignment, upload the completed assignment and receive a grade. If you are not satisfied with your grade you can correct your errors and resubmit to improve your grade. You have the option of resubmitting three times.

We have controls in place to prevent you from submitting assignments completed by someone other than you. Do not get caught trying this! You will receive a failing grade for the assignment or assignments and this situation will be referred to the appropriate dean for further action.

Everyone is expected to complete their own work! This should not be breaking news.

Teaching Methods:

Computer Based Materials:

Students work independently to complete Trainings, Tutorials, Projects, and Exams.

Projects and Exams may be retaken, if students wish to improve grades.

After completion of an exam an online review guide is available for students to exam what they did incorrectly on the exam.

1. Most of this course is augmented by the on-line environment, instruction and testing takes place using the internet. All testing is accomplished out of class, either in our labs or on your own hardware.
2. Students follow the course outline, completing assignments and exams during the week assigned.
3. Software will train and test you on each task in Windows, Microsoft Office Products, and computer concepts.
4. Numerous exams are given during the semester (see grades for detail). Exams cover material recently completed and are comprehensive in consideration that a strong foundation requires good comprehension of basic material covered earlier in the materials.
5. Internet: Our class is posted at WWW.WESTFIELD.MA.EDU/PLATO..Your grades will be visible there as well as weekly assignments. A Student Lounge window is offered where you may pose questions and interact with other students in the class. Please check our website at least once a week for any updates or pertinent announcements.
6. We will be using a software package called SAM (Skills Assessment Manager)

Student Progress:

Individual student progress is monitored on-line. You must complete assignments and exams within the time frame specified,. Should technical difficulties develop that prevent students from completing assignments the students will not be held responsible. Students are accountable for actions that are clearly within their ability to control. However, waiting to complete a week's assignment in the last hour before

it is do is impossible whether technical difficulties develop or not, students must demonstrate reasonable effort on a daily basis.

The software being utilized tracks student progress carefully and provides extensive detail regarding exercises you have attempted, questions completed properly or skipped, how long you took to work on a particular assignment, if you tried a question and were unsuccessful. In essence the reports I receive are very comprehensive. If you do poorly on an exam, please do not embarrass yourself by claiming to have done well on all assignments if this is not true.

Upon completion of this course all students will be prepared to take the Microsoft Office User Specialist Certification Exams for Word, Excel, and Access.