

Software Applications in Management MGMT 0107

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Office hours by appointment

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Description

This course is intended to introduce students to computer software used by businesses to increase levels of efficiency and productivity. ♦ Students will be provided with the opportunity to obtain hands-on experience with word processing software, electronic spreadsheets, database packages, and presentation programs.

The course will also introduce students to basic computer concepts such as: input and output devices, installing and uninstalling software, file management, and connecting to the Internet.

Rationale and Scope

All instruction and training in this course takes place in a Microsoft Windows environment and makes use of Microsoft Office 2003. ♦ Microsoft Office 2007 is not compatible with the materials used in this course. ♦

Students who do not have MS Office 2003 can download it free of charge from Westfield State College: [Information Technology - Westfield State College](#)

Upon successful completion, students will have obtained the skills needed to navigate around the MS Office suite of applications and make use of many of the more advanced features of these applications. ♦ Students will spend most of their time developing proficiency with MS Excel.

Learning Objectives

Students will develop skills using business software applications and improve computer literacy through exposure to:

- ♦ Interaction with personal computers and PC software
- ♦ Computer-based training for MS Office Applications
- ♦ Computer-based training in basic computer concepts

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Course Format

The course will consist of training, assignments, quizzes and exams. ♦ The assignments, quizzes, and exams will be time-sensitive which means that they must be completed by the due date. ♦ Late assignments and exams will not be accepted.

Grading

Grades will be computed based on the following percentages:

Exams: ♦ 20%

Quizzes: 10%

CaseGrader: 70%

Student Involvement

Successful completion of this online course is dependant upon the level of the student ♦s commitment. ♦ Students must have the discipline needed to complete all of the work by the due dates posted for each training, assignment, quiz, or exam. ♦ Students who procrastinate and waiting to the last minute to complete the work will find it extremely difficult to achieve a desirable outcome.

Textbook and Software

Students must purchase their own copies of the textbook and software. ♦ The textbooks contain unique codes that students will use to create their user accounts ♦ these codes cannot be shared or reused.

Academic Honesty

Plagiarism and cheating are serious offenses and may be punished by failure on the exam, quiz, paper, or project; failure in course; and/or expulsion from the College. ♦ Students who submit any assignment, quiz or exam completed by someone else will receive a failing grade for that work. ♦ The situation will also be referred to the appropriate dean for further action.