

COURSE OBJECTIVES

Topic	Target level of knowledge & skill	Percent of class time spent on this topic	Appropriate number of contact hours
1. Spreadsheet software	4	40%	16.8 hours
2. Word processing	4	15	6.3
3. Internet and WWW	3	15	6.3
4. Presentation software	2	10	4.2
5. Database software	2	10	4.2
6. Computer & MIS Concepts	2	10	4.2
Total		100%	42.0 hours

Level of knowledge & skill

1: none

2: minimal competency: familiarity with basic features of the software (or basic MIS concepts for item 6 in the table)

3: moderate competency: using the software for routine operational activities (e.g., using spreadsheet to prepare summary reports with totals and subtotals)

4: significant competency: applying the tool to solve business problems (e.g., developing spreadsheet models for "what if" scenarios and using advanced word processor features for preparing professional-looking documents)

5: high competency: using advanced features of the software to develop customized systems (e.g., using spreadsheet macros to develop a menu-driven system for capital budgeting)

Course content and topical outline

1) Spreadsheet (using Microsoft Excel)

- 1) *Getting started with Excel*
 - Defining spreadsheet software
 - Starting Excel for Windows
 - Viewing the Excel Window
 - Working menu and dialog boxes
 - Working with buttons
 - Getting Help
 - Moving around the worksheet
 - Naming a worksheet
 - Closing and exiting

2) Creating worksheet

- Planning and designing a worksheet
- Entering labels
- Entering values
- Editing cell entries
- Working with ranges
- Entering formulas
- Using built-in functions
- Saving a worksheet
- Previewing and printing a worksheet

2) *Modifying a worksheet:*

- Opening an existing workbook
- Inserting and deleting rows and columns
- Copying and moving cell entries
- Copying and moving formulas
- Copying formulas with absolute references
- Adjusting column widths
- Formatting values

4) *Functions, formulas & absolute references*

- Excel functions
- The MAX function
- The MIN function
- The AVERAGE function
- Calculating loan payments with the PMT function
- The IF function
- The DATE and TODAY function

Formatting cell data with attributes and alignments

Absolute references

5) *Working with charts*

- Planning and designing a chart
- Creating a chart
- Editing a chart
- Moving and resizing of a chart
- Changing the appearance of a chart
- Enhancing a chart
- Adding text annotation and arrows
- Previewing and printing a chart

6) *Using Excel for problem solving*

- Performing what if analysis with Excel
- Seeking a solution by trial and error
- Using GOAL SEEK
- Formulating the problem
 - Using SOLVER
- The integer constraint
- Generating an answer report

2) **Internet and WWW**

1) *Internet and its resources for business*

2) *Navigating the Web with Netscape*

3) Searching the Web

4) *Creating a Web page*

3) Word processing (using Microsoft Word)

1) *Menus, toolbars, buttons and help*

3) *Formatting a document*

2) *Creating and editing a document*

4) *Arranging text and graphics*

4) Computer and MIS concept

1) *Hardware and software basics*

3) *Introduction to MIS and Business applications*

2) *File and storage media*

5) Presentation software (using Microsoft PowerPoint)

1) *Creating and editing a slide*

3) *Enhancing a presentation*

2) *Modifying a presentation*

6) Database software (using Microsoft Access)

1) *Creating a database file*

3) *Creating forms and reports*

2) *Manipulating data*

- It should be noted that these topics might change as the software functionality evolves over time.

PROGRAM SYLLABUS

1. FORTRAN program utilizing:
 - job control language
 - formatting procedures
 - variable names
 - editing procedures (insert, delete, move)
 - calculations (add, subtract, multiply, and divide)
 - saving files and returning to DOS
 - unformatted prints
2. FORTRAN program utilizing:
 - same procedures as program 1
 - while-do loop
3. FORTRAN program utilizing:
 - same procedure as program 1
 - functions
 - go-to loop
 - if-then-else-do construct
 - unformatted read
 - formatted print
4. Lotus 1*2*3 program utilizing:
 - Windows 95 and Microsoft DOS
 - formatting a diskette
 - point, click, and drag procedures
 - editing procedures (cut, copy, paste, undo, clear, delete, insert, bold, underline, italics, font, and size)
 - calculations (add, subtract, multiply, functions, and divide)
 - saving on both the *a* and *c* drives
 - inserting charts and graphs with titles, subtitles, legends, and notes
 - printing
 - tool and status bars
5. Lotus 1*2*3* program – preparation of 1040EZ tax form, W-2 form, and a tax table:
 - using program 4 procedures
6. Excel program – preparation of a flexible budget utilizing:
 - same procedure as program 4

7. Excel program – preparation of 1040A SC tax form and a SC tax table utilizing:
 - same procedures used in program 4

8. Microsoft Word – preparation of a one-paged document utilizing:
 - procedures for setting margins
 - line spacing
 - bold, italics, underline, centering, left and right justification
 - bullets, style, font, highlighting
 - editing procedures
 - saving and printing
 - tools such as spell check

9. Microsoft PowerPoint – production of four slides:
 - 1. Company Meeting format:
 - a. title page
 - b. agenda
 - c. goals with graphics

 - 2. Organizational chart with:
 - a. title
 - b. three-tiered:
 1. CEO
 2. Three VP's (name and title)
 3. Three directors (name and title)

TERMINOLOGY

central processing unit

input/output device

continuous forms

direct-access system

hardware

software

analog

browser

field in a record

master file

transaction file

flowchart

cable modem

cache

compile

digital

debugging

documentation

coaxial cable

supervisor program

magnetic core

JAVA

disk pack

track

sequential file

direct file

RAM

ROM

assembler

compiler

COBOL

RPG

barcode

DBMS

e-commerce

virtual storage

real storage

management science

linear programming

time-sharing system

cookie

EBCDIC

TERMINOLOGY

digit punch

zone punch

special character

Hollerith code

interrecord gap

bit

parity bit

blocking records

interblock gap

byte

density

disk

modem

pagejacking

hexadecimal

arithmetic unit

ethernet

MICR character (r symbol,
ABA, #, amt)

optical mark

OCR character

fiber-optic cable

cathode-ray tube

megabyte

megahertz

pixel

WWW

SPAM

spider

UNIVERSITY of SOUTH CAROLINA at LANCASTER

General Education Goals

General education is the set of fundamental skills (reading, writing, reasoning, and oral communication), the knowledge, and the capacity for thought needed to pursue further learning, to succeed in chosen career fields, and to assume the responsibilities of informed and enlightened citizenship.

Communication Skills

USC Lancaster helps its students read effectively and attain a basic familiarity with the basic texts of Western and other cultures. In the area of writing skills, USC Lancaster students work to develop the ability to write effectively for both academic and professional audiences. In addition, USC Lancaster helps its students learn to listen critically and speak effectively before a group.

Critical Thinking

USC Lancaster helps its students acquire analytical reasoning abilities and exercise informed value judgments. USC Lancaster students also work to develop mathematical and/or computational skills.

Cultural Literacy

USC Lancaster strives to give its students an understanding of the history and culture of Western civilization as well as provide some exposure to other cultures. USC Lancaster also recognizes the centrality of science and technology to modern culture; therefore, the USC Lancaster student also is offered opportunities to increase his/her understanding and familiarity in these crucial subject areas.

Student Development

USC Lancaster supports the intellectual, personal, physical, and social development of students, in recognition of the critical interdependency of all these areas. By providing opportunities for productive interaction with students, faculty, and staff, USC Lancaster helps students develop a spirit of curiosity, integrity, and confidence in planning and pursuing academic, career, and personal goals

USC LANCASTER
FALL 2008 Academic Calendar

	Fall	Fall I	Fall II
Registration	August 18 & 19	August 18 & 19	October 14 & 15
Classes Begin	August 21	August 21	October 21
Last day to apply for December graduation BAIS or BLS	August 22		
Last day to register, change schedule, or drop a class without a grade of "W"	August 27	August 25	October 22
Labor Day Holiday (no classes)	September 1	September 1	NA
Last day to apply for December graduation – not BAIS or BLS	September 11	September 11	NA
Last day to drop a course or withdraw without a grade of "WF"	October 3	September 12	November 11
Fall Break (no classes)	October 9 & 10	October 9 & 10	NA
Election day (no classes)	November 4		November 4
Thanksgiving Holiday (no classes)	November 26 – 28	NA	November 26 – 28
Last day of classes	December 5	October 13	December 11
Reading Day	December 6	NA	December 12

Final Exams	December 8 – 16	October 14 & 15	December 15 & 16
Grades Due	December 19	October 20	December 19