

University of Massachusetts Dartmouth
Charlton College of Business
Decisions and Information Sciences

MIS371 - End-User Software Applications

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I. Catalog Description

Emphasizes computer competency in the use of personal computers in the modern business environment. Personal productivity applications involving spreadsheet analysis, database construction, and advanced word processing applications are studied.

Prerequisite: At least junior standing; MIS 101; for business majors only.

II. Objectives

This course is designed to acquaint the student with some of the more advanced features the office suites. The course will concentrate mostly on spreadsheets and database management but will also cover, file management, word processing and presentations software. The course uses a case study, problem solving approach.. The text is used in this course to provide a highly visual and interactive learning experience.

III. Text

Succeeding in Business Applications with Microsoft Office 2003
by Frank Akaiwa, Karin Bast, Leon Cygman, Geral Flynn,
Teresa Flynn, Debra Gross, Lisa Ruffolo and Rebekah Tidwell
Thompson Course Technology
ISBN: 0-619-26795-X

IV.Course Outline

Week	Section	Chapter	Topics
1	1	1	Developing Strategies for Managing Your Files
		2	Conducting Business Research on the Web
2	1	3	Managing Everyday Communications with MS Word
		4	Delivering Professional Presentations with PowerPoint
3	2	1	Applying Fundamental Excel Skills and Tools in Problem Solving
		2	Solving Problems with Statistical Analysis Tools
4	2	3	Determining Effective Data Display
		4	Applying Logic in Decision Making
5	2	5	Retrieving Data for Computation, Analysis and Reference
		6	Evaluation the Financial Impact of loans and Investments
6	3	1	Preparing to Automate Data Management
		2	Building the Database
7	3	2	Building the Database
		3	Analyzing Data for Effective Decision Making
8	3	4	Collecting Data with Well-Designed Forms
		5	Developing Effective Reports
9	4	1	Making Data Transportable and Universally Usable
		2	Integrating Business Communications
10	5	Proj.1	Analyzing Vendor Data and Profitability
11	5	Proj.2	Evaluating Service Usage and Costs
12	5	Proj.3	Developing Retirement Strategies for Clients
13			Introduction to OpenOffice.org and Firefox.
14 -15	All		Review of all Projects.

V. Requirements

1. Curiosity and love for learning
2. Ability to work with others in thinking and learning together
3. Average grade of **60** for all quizzes.
4. Completion of **80** percent of all assignments

VI. Examinations

There will be several **15 minute quizzes**. These quizzes will be announced in class and [posted](#) on the instructors web site prior to being given. The material and related assignments being quizzed will be announced at the same time. A **two (2) hour exam** will be given at the end of the course.

VII. Grading

Quizzes and Finals

All quizzes and the final exam will be graded using the traditional percentage system (0 - 100).

Weight of examinations and lab assignments

Assignments	20%
Attendance	5%
Final Examination	20%
Projects	30%
Quizzes	25%

Programming Assignments will be graded using the following system:

Logic	30%
Syntax	30%
Appearance	15%
Efficiency	15%
Documentation	10%

Final Grades will be assigned as follows:

97 – 100	=	A+	77 – 79	=	C+
94 – 96	=	A	74 – 76	=	C
90 – 93	=	A-	70 – 73	=	C-
87 – 89	=	B+	60 – 69	=	D
84 – 86	=	B	Below 60	=	F
80 – 83	=	B-			

VIII. Plagiarism

Plagiarism is **not** tolerated. Students are expected to take this course to learn. Learning will not happen unless you do the required assignments and turn in your **own** work for credit. Students who violate this policy may receive a penalty of the next lower grade or "F" for the course. Duplicate assignments submitted for credit **will be discarded** and will be graded as "0" (zero).

IX. Teaching Methodology

The lecture will be the principal teaching method used in this course. "Handouts" and sample programs will be available on the class web page. Class discussions will be conducted pertaining to the project assignments before each assignment is made and after it is due. Software demos using a portable PC and overhead will also be used.

X. Attendance

Although the instructor reserves the right to withdraw you from the class after three (3) absences, it is the responsibility to withdraw formally from the class prior to the final withdrawal date. Failure to do so will result in a "F" grade for the course.

XI. Office Hours

Office Hours are [as posted](#) and by appointment. Simple questions or assistance can be obtained through e-mail to the address above. If you need some help with a serious debugging problem or if you need some one-on-one tutoring help to get caught up with the class, please make an appointment with the instructor. Half hour time slots are available for that purpose. Appointments can be arranged via e-mail or during class breaks.

Distance Learning: Students that are taking this course distance learning can contact the instructor via e-mail at anytime or via phone during office hours or prearranged times. Appointments can be arranged via e-mail.

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