

**MIS 200A**  
**Software Productivity Tools**  
**Spring 2013**  
**Please read this syllabus carefully!**

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**Office Hours:** M, W 12:25 - 12:45 PM & T 7:45 AM – 12:05 PM  
and by appointment

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Text: Office 2007, Premium Video edition, Gary B. Shelly | Thomas J. Cashman |  
Misty E. Vermaat, Course Technology/ Cengage Learning, 2010, ISBN  
9780324826845

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**Learning Objectives**

After completion of this course students should be able to:

- Understand basic computer concepts and operations
- Create, manage, and modify a Word document
- Develop a worksheet and an embedded chart using Excel
- Understand and use formulas, functions, formatting, & web queries using Excel
- Develop and implement what-if analysis, charting, and working with large worksheets using Excel
- Understand and use financial functions, data tables, amortization schedules, & hyperlinks using Excel
- Create, sort, and query a list using Excel
- Create templates and work with multiple worksheets and workbooks using Excel
- Understand basics of Access database management systems
- Create database, tables & assign data types and properties using Access
- Develop queries, reports, and forms using Access
- Create, manage, and modify a PowerPoint presentation file

**Specific Objectives for each of the four Tools:**

**Word**

To create and edit a Word Document  
To create a research paper

**Excel**

To create a worksheet and embedded chart  
To use formulas, functions, and formatting  
To understand and use What-If analysis

**Access**

To create a database using design and datasheet views  
Querying a database using the select query window

**PowerPoint**

To create a presentation using a design template and text slide layout  
To create a slideshow using outline tab and clip arts

**COURSE WORK TO BE COMPLETED**

Complete the following assignments and hand-in a printed copy of the final product for each one. Make sure you identify each printout clearly:

Each assignment **MUST** have a cover sheet containing the following: EXAMPLE:

ASSIGNMENT #: 1

PROJECT: WD 67 Lab #1

The assignments must be submitted in the correct order. If you do not follow the above instructions **I will deduct 10 points from your score.**

<b>Assignment #1</b>	<b>Word WD 67 Lab #1</b>	<b>10 Points</b>
<b>Assignment #2</b>	<b>Word WD 138 Lab #1</b>	<b>10 Points</b>
<b>Assignment #3</b>	<b>Word WD 209 Labs Parts 1&amp;2</b>	<b>10 Points</b>
<b>Assignment #4</b>	<b>Excel EX 75 Lab #2</b>	<b>10 Points</b>
<b>Assignment #5</b>	<b>Excel EX149 Lab #1, Parts 1,2&amp;3</b>	<b>10 Points</b>
<b>Assignment #6</b>	<b>Excel EX 245 #2</b>	<b>10 Points</b>
<b>Assignment #7</b>	<b>Access AC 68 Lab #2</b>	<b>10 Points</b>
<b>Assignment #8</b>	<b>Access AC 132 Lab #2</b>	<b>10 Points</b>
<b>Assignment #9</b>	<b>PowerPoint PPT 74 Lab #3</b>	<b>10 Points</b>
<b>Assignment #10</b>	<b>PowerPoint PPT 140 Lab #3</b>	<b>10 Points</b>

**PLEASE STAPLE EACH ASSIGNMENT AS A SEPARATE ENTITY.** This makes grading easier. Also, to save paper for PowerPoint assignments, **ONLY** print out the table of slides and not each slide on an individual piece of paper.

The Page numbers follow along with the book.

**TOTAL points for the Course = 140 points (100 points assignments and 40 points final exam)**

**Logistics of the Course:**

1. The Final exam will be emailed to you on **Thursday June 6, 2013**. We will use the e-mail address that you have provided to CSUB. Please make sure that the e-mail that we have in file for you is current, working, and you check it on regular basis. You will need a CD to complete the final exam.

2. Put the exam itself, plus the CD containing the work from your final, and all **10 LAB** assignments in the correct order, in a **MANILLA** folder. On the front of the folder write **your name, e-mail address, and a telephone number** so that you may be contacted if problems arise.

**3. All course work and the exam must be completed and delivered in one package on Tuesday June 11, 2013 between hours of 9-11:30 AM or 1:30-4:30 PM to our Department Administrative Support Miss Mora in Room BDC 142 at the School of Business and Public Administration building.**

Please make sure to get an evaluation form from Miss Mora, fill it out and give it back to her. Thanks!

In addition to the CD, you need to deliver 15 hard copies organize in the following fashion:

Assignment #1
Assignment #2
Assignment #3
Assignment #4
Assignment #5
Assignment #6
Assignment #7
Assignment #8
Assignment #9
Assignment #10

- Final Part 1
- Final Part 2
- Final Part 3
- Final Part 4
- Final Part 5

## Important Notes:

- Please carefully read this syllabus!
- You can work at home or in the lab. The book will cover all the basics required of an information competency course. The book also comes with a CD. You can watch the video directly from the CD or watch it on the Internet. A combination of video and reading and doing the hands-on assignments in the book provide a balanced approach in completing and succeeding in this course.
- Cheating and/or plagiarism will not be tolerated and will result in the harshest disciplinary action allowable by CSUB.
- If you need an instructor in the classroom type environment then this course is not for you.

<b>FAQs for this course:</b>
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**Q1-When are all the assignments and final exam due?**

**A1- Tuesday June 11, 2013 between hours of 9-11:30 AM or 1:30-4:30 PM**

**Q2-How many pages should I read from each module?**

**A2-The best would be to read all pages in each module. However, from the beginning of each module up to the pages that the assignments have been assigned is a must. Otherwise you will not be able to successfully perform the lab assignments.**

**Q3-When should I finish the assignments for each module in order to stay with the schedule?**

**A3- To stay with the course scheduled you should finish all the assignments for the Word section by April 23, Excel by May 14, Access by May 28, and PowerPoint by June 8.**

**Q4-Is there any class meeting for this course?**

**A4-No**

**Q5-Are all the assignments and final exams take home?**

**A5-Yes**

**Q6-Does this course utilize Blackboard?**

**A6-No**

**Q6-Is there another e-mail that I can contact you?**

**A6-No- the one and only e-mail that I have is [hbidgoli@csub.edu](mailto:hbidgoli@csub.edu)**

## GRADING

The grading scheme reflects the fact that this is a **skills course**. Therefore, a score below 70% is an F.

The total scores percentages below reflect a sum of all the scores earned on all the coursework (10 assignments—100 points) and the exam (40 points) – therefore your total score on each of the sections will be added. You are in charge of your own grade – GOOD LUCK.

<b>95%</b>	<b>(133 points)</b>	<b>A</b>
<b>90%</b>	<b>(126 points)</b>	<b>A-</b>
<b>85%</b>	<b>(119 points)</b>	<b>B+</b>
<b>80%</b>	<b>(112 points)</b>	<b>B</b>
<b>75%</b>	<b>(105 points)</b>	<b>B-</b>
<b>70%</b>	<b>(98 points)</b>	<b>C</b>
<b>&lt; 70%</b>	<b>(98 points)</b>	<b>F</b>