



TROY UNIVERSITY  
MASTER SYLLABUS  
SORRELL COLLEGE OF BUSINESS

**IS 2241**

**Computer Concepts and Applications**

**Prerequisites**

None.

**Description**

This course provides an interdisciplinary introduction to microcomputer literacy, word processing, spreadsheets, database, business graphics and the internet.

**Objectives**

On completion of the course, the student should be able to:

1. List and describe the hardware and software components of a computer system.
2. Maintain file systems, and run applications.
3. Use a word-processing application to create, modify, save, and preview fully featured, academically formatted documents.
4. Use an electronic-spreadsheet application to create, save, modify, and preview a fully featured, multiple-sheet workbook.
5. Use a database package to create, save, populate, maintain, and query a database and to produce formatted reports.
6. Use a presentation software package to create, save, modify, and show a multiple-slide presentation using various templates, designs, formats, objects, headers, footers, and animation and transition schemes.

**Purpose**

To develop the computer skills necessary for satisfactory performance in upper-level business courses, and to encourage further development of skills for effective participation in business organizations. Prerequisite for admission into upper-level business courses.

**Approved Texts**

Shelly, G. B., Vermaat, M. E., & Cashman, T. J. (2006 or current). *Discovering computers: Fundamentals* (2nd ed.). Mason, OH: Thomson/Course Technology.

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Master Syllabi are developed by the senior faculty in each business discipline. This Master Syllabus must be used as the basis for developing the instructor syllabus for this course, which must also comply with the content specifications outlined in the *Troy University Faculty Handbook*.

The objectives included on this Master Syllabus must be included among the objectives on the instructor's syllabus, which may expand upon the same as the instructor sees fit. The statement of purpose seeks to position the course properly within the curriculum and should be consulted by faculty as a source of advisement guidance. Specific choice of text and other details are further subject to Program Coordinator guidance.

Shelly, G. B., Vermaat, M. E., & Cashman, T. J. (2006 or current). *Microsoft Office 2003: Introductory concepts and techniques* [CourseCard edition] (2nd ed.). Mason, OH: Thomson/Course Technology.

Grauer, Barber (2006 or current) *Microsoft Office 2003 Volume 1* Second Edition, Prentice Hall

New Perspectives,(2006 or current) *Microsoft Office 2003 Premium Edition First Course*, Thomson/Course Technology

### Supplements

As deemed appropriate.

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*Troy State University Faculty Handbook* (2001): Section 3.8.2.8 [extract]—22 essential elements of the syllabus (somewhat modified for space):

a. Course title	h. Classroom location	n. Grading methods, criterion weights, make-up policy, mid-term grade reports	p. General supports (computer works, writing center)	r. Additional services (Americans with Disabilities Act, other statements)	u. Cheating policy
b. Course number	i. Office location	o. Procedure, course requirements	q. Daily assignments, holidays, add/drop & open dates, dead day, final exam	s. Absence policy	v. Specialization requirements (certification, licensure, teacher competencies)
c. Term	j. Office telephone			t. Incomplete-work policy	
d. Instructor	k. Course description, objectives				
e. Prerequisites	l. Text(s)				
f. Office hours	m. Other materials				
g. Class days, times					