Computer Applications for Management
MIS 0103
3 credits

Description: Introductory exploration of microcomputing and its application to core business functions. Topics include software operating systems, the world-wide web, spreadsheet applications, database management systems and presentation software.

Prerequisite: None

Textbook: There is no textbook but there will be a variety of online resources and articles that students will be required to read and respond to as part of the course.

The following topics should be covered in this course:

1. Computer Essentials (hardware, software, operating systems)
2. Online Essentials (cloud computing, cybersecurity, email, social media)
3. Word Processing
4. Desktop Publishing
5. Spreadsheet Applications
6. Database Management
7. Presentation Software

Course objectives: Upon successful completion of this course, students will be able to:

- Develop computer proficiency with a variety of applications
- Define and describe the uses of cloud computing
- Understand different types of software operating systems
- Create and format documents and publications
- Use collaboration tools to create a presentation
- Create and manage a database
- Use formulas and functions for a variety of business applications
- Complete data manipulation and analysis

Grading: The final grade will be determined using a variety of assessment methods including assignments, analysis reports, quizzes and tests.

Pitt Grading System:

All courses required to satisfy associate and baccalaureate degree requirements-including all courses required for a major, a minor, or general education-must be taken for letter grades, with the exception of those courses designated as graded S and NC only. Pitt-Bradford uses 13 earned letter grades. They are listed below with their equivalent quality point values.

A+	4.00
A	4.00 superior achievement
A-	3.75
B+	3.25
B	3.00 meritorious achievement
B-	2.75
C+	2.25
C	2.00 adequate achievement
C-	1.75
D+	1.25
D	1.00 minimal achievement
F	0.00 failure

Academic Integrity and Plagiarism: Members of a university community, both faculty and students, bear a serious responsibility to uphold personal and professional integrity and to maintain complete honesty in all academic work. Violations of the code of academic integrity are not tolerated. Students who cheat or plagiarize or who otherwise take improper advantage of the work of others face harsh penalties, including permanent dismissal. The academic integrity guidelines set forth student and faculty obligations and the means of enforcing regulations and addressing grievances.

Grades: Grade criteria in the high school course may be different from the University standards. A CHS student could receive two course grades, one for high school and one for the University transcript. In most cases, the grades are the same. Grading standards should be explained at the beginning of the course.

Transfer Credits: Grades earned in CHS courses appear on an official University of Pittsburgh transcript and the course credits may be eligible for transfer to other colleges and universities. Students should contact potential colleges and universities in advance to be sure their CHS credits will be accepted. If students will attend any University of Pittsburgh campus, grade earned in the course will count toward the student grade point average at the University. At the University of Pittsburgh, the CHS course supersedes any equivalent AP credit.

Drops and Withdrawals: Students should monitor their progress in a course. A CHS teacher can contact the program administrators to request a drop or withdrawal. Dropping or withdrawing from the CHS course has no effect on enrollment in the high school credits.