

MIS 226 – AA2
Business Software and Applications
Fall 2013
3 credit hours

Instructor: Robert Gatewood, M.Ed.
Telephone: (601) 925-3286
Web: mc.edu/faculty/gatewood

E-mail: gatewood@mc.edu
Moodle: <http://moodle.mc.edu>

1. Prerequisites: CSC 114, ACC 201
2. Course Description: A study and application of the underlying principles of current software packages including spreadsheet management, database management, and graphics. Emphasis on transferability of the principles enabling successful use of commercial software packages.
3. Rationale: In today's world, computer literacy is seen to be of utmost importance. Employers of business students will want their employees to be able research information and solve business problems using the basic computer applications packages in their businesses. This course is designed to provide students with knowledge and applications of the most recent developments in this field.
4. Learning Objectives:
 - Demonstrate competency at carrying out common Procedures.
 - Develop a vocabulary of computer terminology related to the software applications used in this course.
 - Use spreadsheet software to solve business-related problems.
 - Use presentation software to produce professional business presentations.
 - Use database software to create and manage databases competently
 - Exhibit ability to create accurate documents in a timely fashion that are formatted in a professional-looking manner.
5. Honesty and Integrity. MC students bring the very highest ethical standards into the classroom. If you have any questions regarding those standards you may refer to p 46 of the Mississippi College Undergraduate Bulletin for some specific prohibited practices and the resulting punishments. Please also feel free to raise ethical questions of student or faculty behavior in the classroom, or I will gladly speak with you on a confidential basis.

6. Topics to be covered:

Microsoft Office 2010

Microsoft Word Introduction to Microsoft Word

Microsoft Excel

Chapter 1 Creating a Worksheet and Embedded Chart

Chapter 2 Formulas, Functions, Formatting, and Web Queries

Chapter 3 What-if Analysis, Charting, and Working with Large Worksheets

Microsoft Access

Chapter 1 Creating a Database Using a Database

Chapter 2 Querying a Database

Chapter 3 Maintaining a Database

7. Methods of Instruction: hands-on applications are enhanced with individual help and lecture. Demonstration, exercises, and drills work; problems for application are provided.

8. Intermediate-post assessment: Homework is given for 1/5th of total grade. The average of all the homework assignments will be taken. Homework must be typed. You do not need to include the questions. The lowest single homework grade will be dropped. When homework is given, please prepare to turn it at the beginning of the class assigned. It will be graded. A letter grade will be subtracted from your homework grade for each class it is late, unless you have an excused absence.

9. Textbook: Microsoft Office 2010 Volume 1, Second Edition. - Grauer
ISBN-13 978-0-13-287360-4

MyITLab Course ID: CRSKL8L-6008813

Applications in both handout form and workbook form. Tentative schedule (see attachment).

A memory stick/USB jump drive.

10. Grading scale:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

0 -59 = F

<u>Grades:</u>	Participation	10%
	MyITLab Assignments	20%
	Microsoft Word Test	10%
	Microsoft Access Test	10%
	Final Exam	10%
	Microsoft Excel Test	<u>40%</u>
	Total	100%

11. Attendance. Class attendance is an important part of your educational experience. It is through class attendance that students can share information and engage in debate and discussion of course concepts, thus, attendance at all classes is expected. Attendance will count toward the participation portion of your grade. Classes will start at the scheduled time and roll will be taken. Students are responsible for all material assigned in class, regardless of attendance. If you must be absent, please call me at one of the following numbers to determine what was missed so you can prepare before the next class meeting. Students should be familiar with the policy on absences found in the current General Bulletin on page 43. For ADP students, University policy allows 3 absences. Your 4th absence is an F in the course regardless of your grades. Since I have voice mail, if you cannot contact me personally, please leave me a voice mail or E-mail message. The final grade will be affected by student participation and responses in class. Failure to participate will result in a lower grade. Each student is expected to be an active participant, to make significant contributions to and meaningful comments on cases, assignments, and text material being discussed. Coming to class is not sufficient, attendance is not participation.

12. Tests. Never miss a scheduled test. If there is an emergency, you must contact me in advance of the test date. If there was an emergency and due to it you were not able to contact me before the test, you must get in touch with me as soon as possible. Do not wait until the next class meeting to tell me about it.