MIS 226 – AA1
Business Software and Applications
Spring 2014
3 credit hours

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I. Course Description
Business Software Skills and Applications is a study and application of the basic skills needed in using current business software packages, including spreadsheet management. Classroom lecture will be supplemented with laboratory and tutorial work.

MIS 226 satisfies the spreadsheet proficiency requirement (MIS 099) with a grade of C or higher. Students who fail to receive credit for MIS 099 once may take MIS 226 to satisfy the spreadsheet proficiency requirement; students who fail the SPE twice *must* take MIS 226.

II. Prerequisites
An extensive understanding of computers is not required to succeed in this course. However, students who have never or only rarely used a computer and who have no understanding of technology may need to take a basic level computer course.

III. Rationale for Course
This course is based on the assertion that computer literacy is at the heart of a knowledge economy. Employers of business students expect them to be able to solve business problems using basic computer concepts and packages.

IV. Student Learning Objectives and Outcomes
There are three primary learning goals for this course:

- To expose the student to the concepts and terminologies used in business related computer software applications.
- To provide the student with the opportunity to consider and review these concepts using classroom discussion, business examples, and hands-on assignments.
- To help the student develop an ability to analyze problems and communicate solutions using computer tools and techniques, primarily spreadsheets.

V. Academic Integrity
All work for this class is expected to be prepared on an individual basis unless otherwise stated by the instructor. Cheating and other academic misconduct will not be tolerated. MC students bring the very highest ethical standards into the classroom. Students with questions regarding those standards should refer to page 46 of the Mississippi College Undergraduate Bulletin for examples of specific prohibited practices and the resulting punishments.

VI. Student Accommodation

In order for a student to receive disability accommodations under Section 504 of the Americans with Disabilities Act, s/he must schedule an individual meeting with the Director of Student Counseling Services immediately upon recognition of their disability (if their disability is known they must come in before the semester begins or make an appointment immediately upon receipt of their syllabi for the new semester). The student must bring with them written documentation from a medical physician and/or licensed clinician that verifies their disability. If the student has received prior accommodations, they must bring written documentation of those accommodations. Documentation must be current (within 3 years). The student must meet with SCS face-to face and also attend two additional follow up meetings. Students must come in each semester to complete their Individualized Accommodation Plan.

VII. Outline of Major Topics

- Fundamentals of Business Software and File Management
- Introduction to Spreadsheets
  - Workbook Management, Formulas and Functions
- Managing and Summarizing Data
  - Charts, Datasets and Tables
- Decision-Making Tools and Data Analysis
  - PivotTables. What-If Analysis
- Introduction to Databases
  - Relational databases, queries

VIII. Methods of Instruction

This course uses a combination of lecture, classroom demonstration, class discussion, group activities, and hands-on assignments.

IX. Required Practices

This course requires the student to participate by reading, providing relevant in-class input, completing computer assignments, and working online.

X. Textbook: Exploring Microsoft Office Excel 2010
ISBN-13 9780135098592

MyITLab Course ID: CRSKLRE-2031115

XI. Grading scale:

90-100 = A
80-89 = B
70-79 = C
60-69 = D
0 -59 = F

XII. Grades:	Participation	10%
	MyITLab Assignments	40%
	Microsoft Excel Test (Final Exam)	50%
	Total	**100%**

XII. 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.

XIII. 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.