**SYLLABUS**

Course Number and Name:  BAD 2533 Computer Applications in Business & Industry

Department/Program: Business and Office Administration

Instructor Name: Joan Haynes, Ph.D.

Instructor Email:  joan.haynes@mgccc.edu

Semester Credit Hours: 3

**COURSE DESCRIPTION**

An introduction to microcomputer software packages used in business and to the components of an information system to include Windows, word processing, spreadsheet, database, presentation, electronic communication, email and Internet training.

**STUDENT LEARNING OUTCOMES**

Upon completion of the appropriate units, you will be able to complete the following:

1. Demonstrate under test conditions knowledge of computer hardware, computer software, data management and data communications.
2. Create, modify, and print documents using word processing, presentation graphical, spreadsheet, and database application software packages.

**REFERENCES/TEXTBOOK**

*GO! with MS Office 2016 Custom Edition for MGCCC*Authors:  Gaskin/Vargas/McLellan/Carney; ISBN:  978-1-323-43992-0

**Purchasing textbook:**The textbook for this course a purchase book.  You can purchase this book through any MGCCC campus bookstore (JD - 228-896-2502).

**MATERIALS AND OTHER RESOURCES NEEDED**

**Software:**  Microsoft Office 2016

**Student Data Files:**  These files can be obtained through the course site in Canvas.

**Computer:** Access to a computer when you need it—days, nights, weekends, holidays, on trips, and a backup for computer failure—is very important.  Also, it must be able to run MS Office 2016 software.

**Internet access:**High-speed access is recommended (DSL or Cable).

**E-mail account:**Students are to use your school's e-mail address. This is the e-mail address I will use to communicate with you on an individual basis.

**EVALUATION AND ASSESSMENT METHODS**

Evaluation will consist of quizzes, applications, and chapter assignments.

**COURSE OUTLINE**

* Basic Computer Concepts
* Microsoft Word 2016
* Microsoft Excel 2016
* Microsoft Access 2016
* Microsoft PowerPoint 2016

**TEACHING METHOD**

* Tutorials are utilized to ensure that students have been introduced to some the major features of the software.  It requires that students read and follow the instructions in the book.
* Personal projects are designed to apply the features of the software to the real life needs and/or interest of the student.
* Test are designed to validate that the student can apply the concepts and features from the tutorials and personal projects.

**One of the tests will be proctored.  The information needed to set up your proctored test can be found on MGCCC’s eLearning website -**[**http://www.mgccc.edu/elearning/**](http://www.mgccc.edu/elearning/)

**Regular participation is a requirement for online classes.  You can work ahead, but falling behind will be evaluated as not participating in the class.**

**GRADING SCALE**

The class is based on a 10 point grading scale.

**Reasonable Accommodation**Mississippi Gulf Coast Community College is in compliance with Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act of 1990. Prospective students who require special and reasonable accommodation(s) because of physical or mental impairment must make their needs known prior to enrollment at Mississippi Gulf Coast Community College. Prospective students must follow the guidelines in the college catalogue. If you have a disability of any kind and will need reasonable accommodations or assistance in the classroom or with this course, please see the instructor the first day of attendance.