**Hinds Community College**

***BAD2533***

**Computer Applications in Business and Industry**

***Course Syllabus*** *-Online*

**Instructor Information:** **Mrs. Darlene B. Lindsey- Washington, ABD**

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**Room 225- GWH-Rankin**

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**Office Hours:** Office hours are 8:30-9:30 M W F **Room 316 or Room 225**

12:30-2:30- Monday- Friday

**Course Information:***Computer Applications in Business and Industry –BAD2533*

*3.0* ***Credits***

**Course Description: *BAD 2533 COMPUTER APPLICATIONS IN BUSINESS AND INDUSTRY*** –

This course is an introduction to business application software. This software includes the components of an information system: spreadsheets, presentation graphics, database management, and word processing. Data entry and retrieval, records management, and electronic communications are skills taught in this course.

**Prerequisites:** None

**Course Objective:** Upon successful completion of this course the student will have a working understanding of how to

1. Navigate operating systems
2. Apply effective use of internet search engines
3. Create word processing documents
4. Develop spreadsheets
5. Compile databases
6. Create effective presentations

**Instructional Techniques:**

**Textbook: INSTANT ACCESS ( Included in the Canvas Course)**

*GO! WITH MICROSOFT OFFICE 2013 VOLUME 1*

Authors: Gaskin, Ferrett, Vargas, McLellan:

* + **MYITLab** (simulated software) will be used with the textbook to complete all assignments.
  + **Other Resources:** Online Study Guides will be used
    - Web address: [www.pearsonhighered.com/go](http://www.pearsonhighered.com/go)
    - PowerPoint presentation and Student Videos will be available in MYITLAB and in Canvas.

**Outcome Competencies:**

The SACS objectives for Computer Applications in Business and Industry are as follows:

1. The student will demonstrate an understanding of the components of an information system.
2. The student will demonstrate the creation and use of spreadsheets for management objectives (Excel).
3. The student will demonstrate the creation and use of word processing for personal and professional objectives (Word).
4. The student will demonstrate the creation, use, and querying of a database management system (Access).
5. \*The student will demonstrate the creation, use, and editing of a presentation graphics program (PowerPoint).

All objectives will be completed through the use of the Microsoft Office 10013 – Word, Excel, Access, and PowerPoint.

\*Supports the institutional competency of the effective use of technology.

**Methods of Evaluation:**

* + There will be four (4) Unit Exams. The unit exams will consist of subjective and objective questions. (multiple choice /true and false and computer applications. A Final Exam is required which will involve comprehensive material from the course.

**TESTING**

* + There will be two proctored exams and two Canvas/MyITLAB Exams.
  + Proctored Exam Name: Unit 2- WORD and Unit 3- EXCEL
  + All proctored exams must be taken through Smarter Proctoring.
  + Exams will count 90% toward final grade. MYITLAB Skill Based Training and Skills Based Tests along with Quizzes and Discussions will count 10%.
  + Students will have the opportunity to gain extra credit point from the Content Based Assessments in the textbook. See Assignment Guide in Syllabus for additional information.

**Attendance:**

1. The attendance/tardy/withdrawal policies are in the current Hinds Community College Handbook.
2. If a student is absent from class and the absence is excused, the student should submit to the instructor (immediately) an official document disclosing the student’s name, the date of absence, and the reason for the absence.
3. It is very important that students actively participate in each class. More than 3 unexcused absences will result in an F.
4. If a class is missed, it is the student’s responsibility to make up any missed assignments. Please contact the instructor if you have questions. **Only one make up test will be allowed.**

**Grading:**

A ten-point grading scale will be in effect for this class:

**90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; 59 and below = F**

* + If an Exam is missed, one make up will be allowed. **Only one. Please make arrangements before the next Unit Exam.**

**Academic Honesty:**

Students are expected to uphold the school’s standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

1. Representing the work of others as your own.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance to other students.
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining credit.
5. Misrepresent the content of submitted work.

The penalty for violating the honor code is severe. Any student violating the honor code is subject to the guidelines identified in the Student Handbook. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

If a student is caught cheating or plagiarizing they will receive a zero for the assignment, possible failing of the course, and possible dismissal/suspension from school.

**TESTING**

* + There will be two proctored exams and two Canvas/MyITLAB Exams.
  + Proctored Exam Name: Unit 2- WORD and Unit 3- EXCEL
  + All proctored exams must be taken through Smarter Proctoring.

**ADA STATEMENT**

Hinds Community College provides reasonable and appropriate accommodations for students with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campus to establish a plan for reasonable, appropriate classroom accommodations.

* **Raymond Campus** Mark Palmer 601.857.3646
* **Rankin Campus** Carol McLaurin 601.936.5544
* **Jackson Campus – ATC** Sherman Green 601.987.8148
* **Jackson Campus – NAHC** Student Services 601.376.4803
* **Utica Campus** Michele Bouldin 601.885.7043
* **Vicksburg-Warren Campus** Cooper McCachren 601.629.6807

**NON-DISCRIMINATION STATEMENT**

Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Debra Mays-Jackson, Vice President for the Utica and Vicksburg- Warren Campuses and Administrative Services, 34175 Hwy. 18, Utica, MS 39175; 601.885.7002.

**VIDEO SURVEILLANCE**

Hinds Community College utilizes Video Surveillance Cameras in order to enhance security and personal safety on its campuses. It has been determined that use of this equipment may prevent losses and aid in the law enforcement activities of the Hinds Campus Police. To ensure the protection of individual privacy rights in accordance with the law, a formal Policy on the Use and Installation of Video Surveillance Equipment has been written to standardize procedures for the installation of this type of equipment and the handling, viewing, retention, and destruction of recorded media. Under no circumstances shall the contents of any captured audio or video recordings be exploited for purposes of profit or commercial publication, nor shall recordings be publicly distributed except as may be required by law.

Inorder to prevent misunderstandings and promote engaging and meaningful collaboration, extra care must be taken into how you express yourself in your written communication.

**How to Communicate**

* **Be professional** as you communicate. Reread your written text before posting or emailing. In much of the corporate world, writing in all caps is considered yelling and, therefore, is not acceptable in any online communication, nor is texting lingo.
* **Be considerate**. Think about how your words affect others.
* **Be respectful** of the opinions of others and respect your instructor.
* **Be calm**. Try to keep your emotions out of class.
* **Humor and sarcasm**. Because there are no visual cues in distance education, humor and sarcasm are impossible to discern. Be very careful when interjecting humor and refrain from using any remarks that are sarcastic in nature.
* **Harassment and other offensive behavior**. The online learning environment is no place to harass, threaten, or embarrass others. Comments that can be viewed, as offensive, sexist, or racially motivated will not be tolerated.
* **Offensive material**. Students may not post, transmit, promote, or distribute content that is racially, religiously, or ethnically offensive or is harmful, abusive, vulgar, sexually explicit, otherwise potentially offensive.
* **Copyrights and intellectual property**. Plagiarism will not be tolerated. Ideas that are copied should always be cited correctly.

**All assignments must be completed and submitted in My IT Lab. Please do not submit assignments by e-mail.**

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| WEEK | | Chapters | | HOMEWORK | POSSIBLE POINTS AND INSTRUCTION | |
| **WEEK 1-2** | | Course Registration  Introduction to Microsoft Office 2013 Features | | **Project 1A**  **Project 1B** | You will complete the Training First, Then Complete the Project Exam.  100 points | |
| **WEEK 3-4** | | **UNIT Exam 1** | |  | **UNIT Exam 1**  **January 29-Febraury 4, 2017** | |
| **WEEK 5** | | Word Chapter 1: Introducing Microsoft Word 2013 | | **Project 1A**  **Project 1B** | 100 | |
| **WEEK 6** | | Word Chapter 2: Using Tables and Templates to Create Resumes and Cover Letters | | **Project 2A**  **Project 2B** | 100 | |
| **WEEK 7** | | Word Chapter 3: Creating Research Papers, Newsletters, and Merged Mailing Labels | | **Project 3A** | 100 | |
| **WEEK 8-9** | | **UNIT Exam 2** | |  | **UNIT Exam 2- Proctored**  **February 26- March 4, 2017** | |
| Week | Chapters | | Homework | |  | Possible Points and Instruction |
| **WEEK 9** | Excel Chapter 1: Introducing Microsoft Excel 2013 | | **Project 1A**  **Project 1B** | |  | 100 |
| **WEEK 10** | Excel Chapter 2: Using Functions, Creating Tables, and Managing Large Workbooks | | **Project 2A**  **Project 2B** | |  | 100 |
| **WEEK 11** | **UNIT Exam 3** | |  | |  | **UNIT Exam 3**  **Proctored**  **March 19-27, 2017** |

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| Week | **Chapters** | **Homework** |  | **Possible Points and Instructions** |
| **WEEK 12** | Access Chapter 1: Introducing to Microsoft Access 2013 | **Project 1A** |  | 100 |
| **WEEK 13** | PowerPoint Chapter 1: Introducing Microsoft PowerPoint 2013 | **Project 1A**  **Project 1B** |  | 100 |
| **WEEK 14** | PowerPoint Chapter 2: Formatting PowerPoint Presentations | **Project 2A**  **Project 2B** |  | 100 |
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| **WEEK 14-15** | **UNIT Exam 4** | **This Test is a Grader Project in MyITLAB** |  | **UNIT Exam 4**  **April 23-28, 2017** |

**exam dates**

Exam 1 **–January 29-Febraury 4, 2017**

Exam 2 **–February 26- March 4, 2017**

**Proctored**

Exam 3 –**March 19-27, 2017**

**Proctored**

Exam 4 –**April 23-28, 2017**

**Last Date to submit any homework or exams in this class is April 28, 2017**

Note: Final Exam/Last Unit Test are together