

Three Rivers Community College

Fall 2017 Syllabus

BBG 115 - CRN# 30955

BUSINESS SOFTWARE APPLICATIONS

Instructor: Betti Gladue

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**Office Telephone: 860-215-9430
(Please leave voice mail message)**

Office Location: Room C138

Office Hours:	Monday & Wednesday	2:00-3:00 p.m.
	Tuesday & Thursday	1:30-2:00 p.m.

Course Description

Using Microsoft Suite application software, students in this hands-on course will learn to use each of the software packages as they relate to the business environment. These software packages include an emphasis on Excel to build flexible spreadsheets used in business decision-making, supplemented with Word to produce professional-looking documents, Access to select and analyze data to produce valid results, and PowerPoint to effectively present and communicate.

Prerequisites: ENG* K101 or ENG* K101S placement or completion of ENG* K096 with a “C#” grade or better; and MAT* K095 or MAT* K095I placement

Text/Materials

Text: New Perspectives on Microsoft Office 365 & Office 2016: Introductory, by Shaffer, First Edition, 2016 Cengage Learning, ISBN: 978-1-305-87917-1

Software: Microsoft Office 2016

Handouts: Additional handouts will be available on Blackboard Learn (Bb Learn).

Course Management Website: www.my.commnet.edu (Bb Learn)

Teaching Methods

Demonstrations: Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the text or readings. Discussion is encouraged.

Exams: Five exams will be given. The exams will be closed book/notes and will cover the assigned readings and material discussed in class.

Homework: Homework will be assigned in each module. Students are required to complete and submit homework assignments on the scheduled due date

Learning Outcomes

1. Demonstrate understanding of computer hardware, software and the Windows 10 operating system.
2. Demonstrate understanding of efficient use of key software applications.
3. Students will identify the major hardware components of microcomputers and describe their function.
4. Students will understand the importance of societal issues of computer security risks, privacy risks, identity theft and technological impacts on our culture.
5. Students will be able to use basic operating systems features such as menus, help options, files and folders (backup files; create and delete folders; move, copy, rename, and delete files), and search to locate files.
6. Students will use email to compose and send a message, forward and reply message, download and upload attachments, filtering and handling junk mail, and creating using folders.
7. Students will be able to use of the following basic Internet tools such as browsers, browser preferences, links, navigation, searching using an index or a directory, history, cookies, bookmarks/favorites.
8. Students will be able to use Word to create, edit, save, and print a document using the following features: basic shortcut keys, margins, cut and paste, indents, alignments, fonts and their attributes, line spacing, tabs, page numbers, headers/footers, footnotes, page breaks, bullets and numbering, tables, and graphics.
9. Students will be competent in using Excel using the following features: entering labels, values, and formulas into cells; formatting cells; using simple formulas (absolute and relative cell references); using built-in functions (Max, Min, Average, Sum); and create simple charts (column, line, pie).
10. Students will be competent in using an Access database for the following features: setting up fields and records, entering records, sorting data, and using filters to select data.
11. Students will create a basic presentation using PowerPoint, graphics, slides, objects, slide transitions, object animation, timings, slide shows, slide master, notes and handouts.

Digication

All students are required to maintain an online learning portfolio in Digication that uses the college template. Through this electronic tool students will have the opportunity to monitor their own growth in college-wide learning. The student will keep his/her learning portfolio and may continue to use the Digication account after graduation. A Three Rivers General Education Assessment Team will select and review random works to improve the college experience for all. Student work reviewed for assessment purposes will not include names and all student work will remain private and anonymous for college improvement purposes. Students will have the ability to integrate learning from the classroom, college, and life in general, which will provide additional learning opportunities. If desired, students will have the option to create multiple portfolios.

Assignments, Exam Dates, and Due Dates

All of the coursework in this online course is built into weekly modules. Please use good time management skills and note the Blackboard closing deadlines.

Evaluation Procedures

Your final grade will be determined by a combination of five exams and homework.

Five Exams (15% each)	75%
Homework/Quizzes/In-Class Work	25%

Grading Scale

A = 94 - 100

A- = 90 - 93

B+ = 87 - 89

B = 84 - 86

B- = 80 - 83

C+ = 77 - 79

C = 74 - 76

C- = 70 - 73

D+ = 67 - 69

D = 64 - 66

D- = 60 - 63

F = 00 - 59

W = Withdrawal

I = Incomplete

P / F = Pass / Fail

AU = Audit

Exam Dates and Makeup Exams

All five exam dates are provided in the schedule. It is very important that you are aware of the dates/times your tests are available. There are no make-up exams available. If however, you have a connectivity issue with the Internet while taking a test, please contact me via Messages.

College Withdrawal Policy

A verbal “drop or withdrawal” from course(s) will be accepted through the 10th week of classes in accordance with the designated withdrawal deadlines. Students will need to provide the following information: full name, address, date of birth, student identification number and social security number, course reference number (CRN), description/subject and instructor’s name, if VA / FA benefits, Verbal drops or verbal withdrawals are processed through the Registrar’s Office and Subase site ONLY.

Academic Dishonesty

Conduct which as its intent or effect the false representation of a student's academic performance and/or knowingly and intentionally assisting another student to do so in any way constitute academic dishonesty. In the event of academic dishonesty, the College's policy will be enforced.

You must submit your own work. If it is determined that you have submitted another student's work as you own, disciplinary action will be brought against both of you. Academic dishonest will not be tolerated.

Disabilities and Learning Differences

If you have a question regarding a disability that may affect your progress in this course, please contact one of the college's Disability Service Providers as soon as possible. Matt Liscum, Counselor (215-9265) generally works with students who have Learning Disabilities, ADHD, Autism Spectrum or Mental Health Disabilities. Elizabeth Willcox, Advisor, (215-9289) generally works with students who have medical, mobility, and sensory disabilities.

College Disabilities Service Provider	
<p>Matt Liscum, Counselor</p> <p>(860) 215-9265</p> <p>Room A113</p>	<ul style="list-style-type: none">• Learning Disabilities• ADD/ADHD• Autism Spectrum• Mental Health Disabilities
<p>Elizabeth Willcox, Advisor</p> <p>(860) 215-9289</p> <p>Room A113</p>	<ul style="list-style-type: none">• Medical Disabilities• Mobility Disabilities• Sensory Disability

Early Warning Policy

Students experiencing academic difficulty and/or non-submittal of work will be notified of their class standing.

Board of Regents For Higher Education and Connecticut State Colleges and Universities Policy Regarding Sexual Misconduct Reporting, Support Services and Processes Policy

Statement of Policy for Public Act No. 14-11: An Act Concerning Sexual Assault, Stalking and Intimate Partner Violence on Campus:

“The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education free from acts of sexual misconduct, intimate partner violence and stalking. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence.”

United States Department of Education and Office of Civil Rights Title IX Statement of Policy:

“Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. If any part of a school district or college receives any Federal funds for any purpose, all of the operations of the district or college are covered by Title IX.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX – regardless of their sex, sexual orientation, gender identity, part-or full-time status, disability, race, or national origin-in all aspects of a recipient’s educational programs and activities.”

If any student experiences sexual misconduct or harassment, and/or racial or ethnic discrimination on Three Rivers Community College Campus, or fears for their safety from a threat while on campus, please contact Edward A. Derr, the Diversity Officer and Title IX Coordinator:

Edward A. Derr
Title IX Coordinator and Diversity Officer
Admissions Welcome Center * Office A116
574 New London Turnpike, Norwich CT 06360
860.215.9255 * EDerr@trcc.commnet.edu

Additional Comments

A substantial amount of work is required for success in this course. The assignments need to be completed using Microsoft Office 2016. If you do not have the needed software at home, the software is available for a free download through the Connecticut College System. You can download the suite via your college email/Office 365 account. There is also a computer lab available at the College for student use for both day and evening hours Monday through Sunday. See the computer lab attendant for specific hours of operation.

Login Instructions

The College computer logon procedure is as follows: Username will be their banner id without the @.

Password is Mmm&xxxx where Mmm is the first 3 letters of month of birth (with initial capitalization) and the xxxx is the last 4 numbers of the social security number.

Log on to: Must be STARS

Disclaimer

I reserve the right to revise information contained in this syllabus. Changes, if any, will be announced in class.