

**Three Rivers Community College**

Fall 2017 Syllabus

BBG 115 - CRN# 32026

**BUSINESS SOFTWARE APPLICATIONS**

Tuesday/Thursday

2:00-3:15 p.m.

Room E-218

**Instructor: Betti Gladue**

**E-Mail: [BGladue@trcc.commnet.edu](mailto:BGladue@trcc.commnet.edu)**

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

**Office Location: Room C138**

<b>Office Hours:</b>	<b>Monday/Wednesday</b>	<b>2:15-3:00 p.m.</b>
	<b>Tuesday/Thursday</b>	<b>1:15-2:00 p.m.</b>

## 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 may be distributed in class. I will try to have them available on Blackboard Learn (Bb Learn) whenever possible.

Course Management Website: [www.my.comnet.edu](http://www.my.comnet.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 after each class session. Students are required to complete and submit homework assignments on the scheduled due date. All homework for each section (i.e., Word, Excel, etc. must be submitted to instructor on the date of the respective exam. I will not accept any homework after the exam 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

Homework assignments will be announced in class and also will be listed in Bb Learn. Occasionally, in-class assignments will be given during the class period. These assignments will not be listed in Bb Learn and cannot be made up if you missed that particular class period.

It is strongly suggested that notes be taken on new material and compiled into a reference manual or folder throughout the course of the semester.

You are responsible for staying informed on all assignments, expectations, and class procedures. All homework assignments will be listed in Bb Learn. If you miss a class, please refer to Bb Learn for your assignment. Please do not e-mail me to ask for the assignment.

## 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

D+ = 67 - 69

A- = 90 - 93

D = 64 - 66

B+ = 87 - 89

D- = 60 - 63

B = 84 - 86

F = 00 - 59

B- = 80 - 83

W = Withdrawal

C+ = 77 - 79

I = Incomplete

C = 74 - 76

P / F = Pass / Fail

C- = 70 - 73

AU = Audit

## Exam Dates and Makeup Exams

All five exam dates are provided on your syllabus. It is very important that you attend class on each of those dates. As it is very time consuming to create and proctor make-up exams, I will only provide make-up exams for extenuating circumstances. The make-up exam will be an entirely different exam (and probably more complex than the scheduled one). All make-up exams will be given on November 30. If you miss more than one exam, I will only allow a make-up exam for one of them.

## 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.

## Instructor's Attendance Policy

Consistent attendance at class sessions is crucial to success in this course. Class instruction provides an opportunity for you to observe, comprehend, work on in-class assignments, ask questions, and participate in discussions. Therefore, you are expected to attend all classes in order to receive full benefit from this course. Attendance tends to have a strong influence on a student's successful completion of the course.

We will complete some in-class assignments and un-announced quizzes throughout the course. Those students who did not attend that particular class session will receive a zero for that assignment/quiz. Although I do not grade based upon attendance, your grade could be negatively impacted if you miss a class session when an assignment or quiz is given.

## 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.

## Cell Phones and Beepers

Cell phones and beepers are allowed in class or in the Learning Resource Center only if they are turned off or turned to a silent mode. Under no circumstances are phones to be answered in class. When there are extenuating circumstances that require that a student be available by phone or beeper, the student should set the phone on vibrate only setting and take the call outside of the classroom.

## 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.

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

## Early Warning Policy

Students experiencing academic difficulty and/or chronic absenteeism 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

## Notification of Cancelled Class

If circumstances allow, I will post an announcement in Bb Learn if I am unable to attend a class. Obviously, if the College has announced a full college closing, I will not be in attendance.



## Additional Comments

A substantial amount of out-of-class work is required for success in this course. There will also be out-of-class homework assignments throughout the semester which 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 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.

## BBG K115

### BUSINESS SOFTWARE APPLICATIONS (30956)

#### TENTATIVE SCHEDULE, FALL 2017

August 29	Welcome, Introductions, Syllabus, Class Expectations, Blackboard
August 31	Concepts & Windows
Sept. 5	The Internet and File Management
<b>TEST #1</b> <b>Sept. 7</b>	<b>Exam on Concepts, Windows, File Management, and the Internet</b> <b>(Last day for submittal of homework assignments for this section.)</b>
Sept. 12	Word – Module 1
Sept. 14	Word – Module 2
Sept. 19	Word – Module 3
Sept. 21	Word – Module 4
Sept. 26	Word – Module 4
<b>TEST #2</b> <b>Sept. 28</b>	<b>Exam on Word</b> <b>(Last day for submittal of homework assignments for this section.)</b>
Oct. 3	Excel – Module 1
Oct. 5	Excel – Module 2
Oct. 10	Excel – Module 2
Oct. 12	Excel – Module 3
<b>Oct. 17</b>	<b>No Class – Reading Day</b>
Oct. 19	Excel – Module 4
Oct. 24	Excel – Module 4

<b>Test #3</b>	<b>Exam on Excel</b>
<b>Oct. 26</b>	<b>(Last day for submittal of homework assignments for this section.)</b>
Oct. 31	Access – Module 1
Nov. 2	Access – Module 2
Nov. 7	Access – Module 2
Nov. 9	Access – Module 3
Nov. 14	Access – Module 3
Nov. 16	Access – Module 4
Nov 21	Access – Module 4
<b>Nov. 23</b>	<b>No Class – Thanksgiving Recess</b>
<b>Test #4</b>	<b>Exam on Access</b>
<b>Nov. 28</b>	<b>(Last day for submittal of homework assignments for this section.)</b>
<b>Nov. 30</b>	<b>MAKE-UP EXAM DATE: If you have missed any of the first three exams, your make-up exam will be given during class today. (If you have completed all three exams, you do not need to come to class today.)</b>
Dec. 5	PowerPoint – Module 1
Dec. 7	PowerPoint – Module 2
<b>Test #5</b>	<b>Exam on PowerPoint</b>
<b>Dec. 12</b>	<b>(Last day for submittal of homework assignments for this section.)</b>
<b>Dec. 14</b>	<b>Review Day</b>