

Three Rivers Community College

Spring 2013 Syllabus

BBG 115 - CRN# 11936

**BUSINESS SOFTWARE APPLICATIONS**

Wednesday

6:30-9:15pm

Room E-216

**Instructor:** Betti Gladue

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

**Office Telephone:** 860-885-2320  
(Please leave voice mail message)

**Office Location:** Three Rivers Community College  
Room C138

**Office Hours:** Mondays..... 12:30-2:00 pm  
Tuesdays..... 9:30-11:00 am

## 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\* K100 eligibility and MAT\* K095 eligibility.*

## Text/Materials

Text: New Perspectives on Microsoft Office 2010: First Course, by Shaffer, First Edition, 2011, Cengage Learning-Publisher, ISBN: 9780538746533

Software: Microsoft Office 2010

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.commnet.edu](http://www.my.commnet.edu) (Bb Learn)

## Teaching Methods

Lectures: 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 time (the next class period). All homework for each section (i.e., Word, Excel, etc. must be submitted to instructor on or before the date of each section exam. I will not accept any homework after the exam date.

## Learning Outcomes

1. Demonstrate understanding of computer hardware, software and the Windows 7 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.

## 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.

Be sure to write or type your name and assignment number at the top of each page in the right-hand corner. Staple related parts together for submission. Save all papers returned to you.

All homework assignments given are due on the next scheduled class date. All homework must be submitted for each topic (i.e., Word, Excel) on or before the exam date for that particular topic. Homework assignments not submitted by due date will not be accepted for credit.

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). This exam will only be given if you have notified me personally and received approval from me prior to the originally scheduled exam. The exam needs to be completed within one week of your return. If you miss more than one exam, I will only allow a makeup exam for the one of them -- the first one missed.

## 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 Subbase 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 you and the other student. Academic dishonest will not be tolerated.

## Cell Phones and Beepers

Students are notified that cellular 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 speak to the instructor prior to class so that together they can arrive at an agreement.

## 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. Chris Scarborough (892-5751) generally works with students who have learning disabilities or ADHD. Matt Liscum (383-5240) generally works with students who have physical, visual, hearing, medical, mobility, and psychiatric disabilities.

## Early Warning Policy

Students experiencing academic difficulty and/or chronic absenteeism will be notified of their class standing.

## 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 2010. If you do not have the needed software at home, there is 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  
 TENTATIVE SCHEDULE, SPRING 2012

Jan. 30	Welcome, Introductions, Syllabus, Class Expectations Concepts & Windows, Internet
Feb. 6	Office 2010 & File Management <b>Exam on Concepts, Windows, File Mgmt., Internet, &amp; Office 2010</b> <b>(Last day for submittal of homework assignments for this section.)</b>
Feb. 13	Word – Tutorial 1 & 2
Feb. 20	Word – Tutorial 3 & 4
<b>TEST #2</b> Feb. 27	<b>Exam on Word</b> <b>(Last day for submittal of homework assignments for this section.)</b>
March 6	Excel – Tutorial 1 & 2
March 13	Excel – Tutorial 3 & 4
<b>March 20</b>	<b>Spring Break – No Classes</b>
March 27	Excel – Work Outside of Textbook
<b>Test #3</b> April 3	<b>Exam on Excel</b> <b>(Last day for submittal of homework assignments for this section.)</b>
April 10	Access – Tutorial 1 & 2
April 17	Access – Tutorial 2 & 3
April 24	Access – Tutorial 4
<b>Test #4</b> May 1	<b>Exam on Access</b> <b>(Last day for submittal of homework assignments for this section.)</b>
May 8	PowerPoint – Tutorial 1 & 2
<b>Test #5</b> May 15	<b>Exam on PowerPoint</b> <b>(Last day for submittal of homework assignments for this section.)</b>