

**Three Rivers Community College**

**Fall 2009**

**Syllabus**

**(CRN# 31152)**

**BBG 115**

**BUSINESS SOFTWARE APPLICATIONS**

**Tuesday**

**6:30 p.m. - 9:15 p.m.**

**Room E-216**

**Instructor: Betti Gladue**

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

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

**Office Location: Three Rivers Community College - Room 138**

**Office Hours: Mondays & Wednesdays 2:30-4:00 p.m.  
(or by appointment)**

## 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.

*Prerequisite: Placement score indicating ENG\* K101 or completion of ENG\* K100 with a "C" grade or better, and successful completion of MAT\* K095 with a C# or better or acceptable score.*

*Corequisite: MAT\* K137 or permission of the instructor.*

## Text/Materials:

Text: Shaffer/Carey/Finnegan/Adamski/Ageloff/Zimmerman/Zimmerman, *New Perspectives on Microsoft Office 2007, First Course, XP Edition*, (978-1-4239-0577-6) Course Technology, 2008.

Software: Microsoft Windows XP; Microsoft Office 2007; Internet Explorer 7.

Instructor will provide information on how to use these packages.

Handouts: Additional handouts may be distributed in class. I will have them available on Blackboard/Vista when possible.

Student Online Companion: <http://www.course.com/np/office2007>

Course Management Website: [www.my.comnet.edu](http://www.my.comnet.edu) (Blackboard Vista)

## Teaching Methods:

1. 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.
2. Exams: Five exams will be given. The exams will be closed book/notes and will cover the assigned readings and material discussed in class.
3. 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.

### Assignments, Exam Dates, and Due Dates:

Assignments will be given in class and listed in Blackboard Vista. 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.

Example:     Joe Smith  
                  Lesson 1

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 Blackboard Vista. If you miss a class, please refer to Blackboard Vista 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	25%

### Final Grade Scale:

A	=	94 - 100	D	=	64 - 66
A-	=	90 - 93	D-	=	60 - 63
B+	=	87 - 89	F	=	00 - 59
B	=	84 - 86			
B-	=	80 - 83			
C+	=	77 - 79	W	=	Withdrawal
C	=	74 - 76	I	=	Incomplete
C-	=	70 - 73	P / F	=	Pass / Fail
D+	=	67 - 69	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 exams 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.

### **College Withdrawal Policy:**

A verbal “drop or withdrawal” from course(s) will be accepted through the 10<sup>th</sup> 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.

### **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.)

### **Cellular 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 Difference Statement:**

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. Judy Hilburger (892-5744) generally works with students who have physical, visual, hearing, medical, mobility, and psychiatric disabilities. Matt Liscum (383-5249) also works with students who have 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 Blackboard Vista 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 2007. 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, FALL 2009**

Sept. 1	Welcome, Introductions, Syllabus, Class Expectations Concepts & Windows
Sept. 8	File Management Internet & Office 2007
Sept. 15 <b>EXAM 1</b>	Exam on Concepts, Windows, File Management, Internet, & Office 2007 (Last day for submittal of homework assignments for this section.)
Sept. 22	Word – Tutorial 1 & 2
Sept. 29	Word – Tutorial 3 & 4
Oct. 6 <b>EXAM 2</b>	Exam on Word (Last day for submittal of homework assignments for this section.)
Oct. 13	Excel – Tutorial 1
Oct. 20	Excel – Tutorial 2
Oct. 27	Excel – Tutorial 3
Nov. 3	Excel – Tutorial 4 & Work Outside of Textbook
Nov. 10 <b>EXAM 3</b>	Exam on Excel (Last day for submittal of homework assignments for this section.)
Nov. 17	Access – Tutorial 1 & 2
Nov. 24	Access – Tutorial 3 (This is a regular class day for this course – teacher’s discretion.)
Dec. 1	Access – Tutorial 4
Dec. 8 <b>EXAM 4</b>	Exam on Access (Last day for submittal of homework assignments for this section.)
Dec. 15 <b>EXAM 5</b>	PowerPoint – Tutorial 1 & 2 Exam on PowerPoint (Last day for submittal of homework assignments for this section.)