Three Rivers Community College

Fall 2012 Syllabus

BBG K115 - CRN# 32026

BUSINESS SOFTWARE APPLICATIONS

Tuesday & Thursday

2:30-3:45 p.m.

Room E-218

Instructor:	**Kim O'Connor**
E-Mail:	**koconnor@trcc.commnet.edu**
Office Telephone:	**860-892-5761**
	(Please leave voice mail message)
Office Location:	**Room C241-A**

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.

Co-requisite: MAT* K137 or permission of the instructor.

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 whenever possible.

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

Class Structure:

1. I will be utilizing Blackboard Learn, which can be accessed through myCommnet, for messaging, posting assignments and grades, and managing discussions.
2. Class time will be a combination of lectures and lab time for completing assigned work. I will give lab assignments once I am done lecturing. Any lab work not completed in class must be done for homework.
3. Any assigned work will be due by the last day that we are covering a particular topic. No assignments will be accepted once we move onto a new topic. For example, once we typically spend four weeks on Word with assignments given after each chapter. Once we moved onto Excel, I will no longer accept Word assignments. I do recommend, however, that you keep up with assignments as they are given.
4. Grading of lab assignments will be based on accuracy, style and completeness. If corrections need to be made I will return the lab to you so that changes can be made. I will not return the labs if I feel that the assignment is accurate and complete. Homework grades will be posted on Blackboard.

5. Exams are typically in multiple-choice and lab form requiring use of the computer. ***Students are required to make up missed exams resulting from <u>excused</u> absences. Arrangements are to be made on an individual basis with the instructor.*** Remember, attendance will be calculated as part of your final grade. If you cannot make class, let me know in advance.
6. It is your responsibility to check Blackboard Learn for any assignments you may have missed as a result of an absence. You may contact me via the Messages option in Blackboard also to check if any assignments were given during an absence.
7. Students MUST purchase a USB flash/jump drive for use in class and at home. We will load all of the exercise files onto your flash drives on the first day of class.
   o All of the exercise files that you will need for this class can be found on the following share drive which you will be able to map to:

      ▪ **Open the Computer icon on your desktop in the address bar, click the yellow folder to the left and replace the text with <u>\\trstudent\academic</u>**

      ▪ **Double click the O'Connor folder and then the BBG K115 folder. I recommend that you copy these files to your flash drive so they are readily available if you need them when you are away from the College. We will talk about this in class.**

Learning Outcomes

1. Demonstrate understanding of the Windows 7 operating system and file management.
2. Demonstrate understanding of efficient use of key software applications.
3. 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.
4. 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.
5. 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, bookmarks/favorites.
6. 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.
7. 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).
8. 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.
9. Students will create a basic presentation using PowerPoint, graphics, slides, objects, slide transitions, object animation, timings, slide shows, slide master, notes and handouts.

Grading:

1. Four exams (Word, Excel, Access, PowerPoint) – 20% each
2. Lab assignments/homework – 15%
3. Attendance/participation – 5%

Final Grade 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

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.

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 dishonesty 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 Blackboard 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.

Logging on to Network:
1. Username = Student ID without the @ sign
2. Password = First 3 letters of month of birth (1st letter <u>only</u> capitalized) + &
   + last 4 digits of SSN (password <u>is</u> case sensitive)
   Example: Oct&6789
   for birth date of October 24, 2009 and SSN of 123-45-6789

3. Domain = STARS

To Reset Forgotten Password:

- http://www.commnet.edu/netid/

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TENTATIVE SCHEDULE, FALL 2012

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

August 28	Welcome, Introductions, Syllabus, Class Expectations, copy files, Introduction to Blackboard Learn
August 30	Windows, File Management **(homework due by Sept. 4)**
Sept. 4	Internet, Getting Started with Office 2010
Sept. 6	Getting Started with Office 2010 (cont.) **(homework due by Sept. 10)**
Sept. 11	Word – Tutorial 1
Sept. 13	Word – Tutorial 2
Sept. 18	Word – Tutorial 3
Sept. 20	Word – Tutorial 4
TEST #1 **Sept. 25**	**Word Exam** **(Last day for submittal of homework assignments for this section)**
Sept. 27	Excel – Tutorial 1
Oct. 2	Excel – Tutorial 1
Oct. 4	Excel – Tutorial 2
Oct. 9	Excel – Tutorial 2
Oct. 11	Excel – Tutorial 3
Oct. 16	Excel – Tutorial 3
Oct. 18	Excel – Tutorial 4

Oct. 23	Excel – Tutorial 4
Oct. 25	Excel – Work Outside of Textbook
Test #2 **Oct. 30**	**Excel Exam** **(Last day for submittal of homework assignments for this section.)**
Nov. 1	Access – Tutorial 1
Nov. 6	Access – Tutorial 2
Nov. 8	Access – Tutorial 2
Nov. 13	Access – Tutorial 3
Nov. 15	Access – Tutorial 3
Nov. 20	**Make-Up Supplemental Sessions – Instructor's Discretion**
Nov. 22	Access – Tutorial 4
Nov. 27	Access – Tutorial 4
Test #3 **Nov. 29**	**Access Exam** **(Last day for submittal of homework assignments for this section.)**
Dec. 4	PowerPoint – Tutorial 1
Dec. 6	PowerPoint – Tutorial 2
Test #4 **Dec. 11**	**PowerPoint Exam** **(Last day for submittal of homework assignments for this section.)**
Dec. 13	Last day of class