SOUTHEAST COMMUNITY COLLEGE
BUSINESS DIVISION
Business Program
Revision Date: 05-24-21

Syllabus Statements

I. CATALOG DESCRIPTION

Course Number: BSAD1020
Course Title: Microsoft Applications II & Data Analytics
Prerequisite(s): BSAD1010 (Microsoft Applications I) with grade of C or higher

Catalog Description: Continues efficient use of cloud computing and File Explorer. Use of Microsoft Office software suite to learn and apply intermediate features and integration of Word, Excel, Access, and PowerPoint through the creation of various projects.

Credit Hours: 3.0
Class Hours: 45
Lab Hours: 0
Total Contact Hours: 45

II. COURSE OBJECTIVES: *Course will teach students to*

A. Continue efficient use of electronic mail, cloud computing services, and File Explorer.
B. Utilize word processing features using Microsoft Word.
C. Utilize spreadsheet features using Microsoft Excel.
D. Manage large data in Excel
E. Utilize PivotChart/Table Features
F. Utilize database management features using Microsoft Access.
G. Utilize presentation features using Microsoft PowerPoint.
H. Introduce integration of Microsoft Office applications.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES

A. Student Learning Outcomes: *Students will be able to*
  1. Efficiently utilize electronic mail, cloud computing services, and File Explorer.
  2. Use the Microsoft Word desktop application to produce professional documents.
  3. Use the Microsoft Excel desktop application to produce workbooks, charts, pivot tables, and data analysis tools with intermediate spreadsheet features.
  4. Use the Microsoft Access desktop application to produce and maintain electronic databases containing queries, forms, and reports.
  5. Use the Microsoft PowerPoint desktop application to produce attractive presentations.
  6. Integrate files created in different Microsoft Office applications.

B. General Education Learning Outcomes (GELOs)
  1. GELO 6: Career and Life Skills
  Outcome 4: Use digital technology effectively to access, manage, integrate, evaluate, and present information.

IV. CONTENT/TOPICAL OUTLINE: ***A list of specific course content is available upon request.***

A. Continued Use of Electronic Mail, Cloud Computing, and File Explorer
B. Microsoft Word
C. Microsoft Excel
D. Microsoft Access
E. Microsoft PowerPoint
F. Integration of Microsoft Office

V. INSTRUCTIONAL MATERIALS

A. Required Text(s):

1. Option 1: ISBN 9780357025741, Carey/DesJardins/Shaffer/Shellman/Vodnik, *New Perspectives Microsoft Office 365 Office 2019 Introductory*, Current Edition. DDA – Direct Digital Access. You will have access to your digital course materials on the first day of class! The SCC Bookstore has worked with publishers to get your course materials at the lowest cost. These materials are required by your instructor. If you decide that you don't want to participate, you will need to OPT-OUT of the program and be sure that you're obtaining the material on your own. If you stay opted in, you will be charged a reduced price for a digital textbook (E-book) and required code. The book charges go directly to your account at SCC for you to pay. If you would also like to own a paper copy of the book you can purchase a loose-leaf copy at a much-reduced cost at the SCC bookstore, but only if you stay Opted-In to the Direct Digital Access program. Package contains:

a. Sam Access Code and eBook

b. You can purchase a loose-leaf book at the bookstore at a much-reduced cost, if you have opted-in.

2. Option 2: ISBN 9780357025741, Carey/DesJardins/Shaffer/Shellman/Vodnik, *New Perspectives Microsoft Office 365 Office 2019 Introductory*, Current Edition, Sam Access Code and eBook, Cengage Package contains:

a. Sam Access Code, eBook, and loose-leaf book

NOTE: The cheapest option is the option 1.

B. Other Resources/Materials:

1. USB drive

2. Sam, an Internet resource to be used with your book, is required.

3. Software: For BSAD 1010 and 1020 online students Office 2019 Professional, Office University, or Office 365 Home Premium is required. Labs at SCC will have this software.

4. Macs do not work for all parts of this class unless they have been set up to work as a Windows machine. Access is part of the Microsoft suite and has never been able to run on a Mac.

VI. METHODS OF PRESENTATION/INSTRUCTION

A. Explanation and/or demonstration as needed using the software features.

B. Internet-based training component to preview, learn, and review Microsoft Office application skills.

C. Classroom laboratory with instructor support for students to individually complete the required exercises listed on the course schedule.

VII. METHODS OF EVALUATION

A. Performance Exams: These project exams require using the application to organize and/or create files as instructed and to perform requested tasks; SAM projects (Case B) can be used. *If used, SAM "task" tests cannot account for more than 30 percent.*

B. Objective Exams: These unit tests and/or chapter quizzes may include true/false and multiple-choice questions about the program's terminology, concepts, and features.

C. Exam Policy: No makeups are given unless the student contacts the instructor to schedule to take a missed exam before the next class session; you must contact your instructor using the method he/she requested. If this is not done, a grade of zero is recorded—no exceptions!

D. Computer Exercises/Projects: These assignments are listed on the course schedule. In order to be graded, all of these required computer exercises must be completed accurately, organized as requested, and then submitted according to the deadlines given on the schedule. Inaccurate, unorganized, and/or late work is not accepted!

E. Participation Policy: Absences will be recorded each session. Participation in each class session is recommended to ensure that the student attains the required skills.

F. SCC STANDARD GRADING SCALE POLICY:

A+	95-100	C+	75-79
A	90-94	C	70-74
B+	85-89	D+	65-69
B	80-84	D	60-64
		F	Below 60

VIII. SPECIFIC COURSE REQUIREMENTS

A. Course Prerequisite: BSAD1010 (Microsoft Applications I) with a C or higher.

B. Grade Requirement: A grade of C (70 percent) or higher is required if this course is a prerequisite for any other course(s) required to meet the graduation requirements of the student's program. If this course is not a prerequisite for any other courses required by the student's program, a grade of D (60 percent) or higher is acceptable.

C. Additional Labs: Lab time outside of class may be required to complete assigned exercises. Computer lab schedules are available on each campus. Smoking, food, drinks, or children are not allowed in the computer labs. If the computer lab times do not fit the student's schedule, the student needs to check with his/her instructor for other arrangements.