

SOUTHEAST COMMUNITY COLLEGE
BUSINESS DIVISION
Business Program
Revision Date: 01-9-2023

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: Nordell/Stewart/Easton/Graves/Mayhall. Microsoft Office 365 in Practice. Current Edition. DDA package contains:
 - a. SIMnet Access Code and eBook.
2. Option 2: Nordell/Stewart/Easton/Graves/Mayhall. Microsoft Office 365 in Practice. Current Edition. SIMnet Access Code and eBook.

NOTE: The cheapest option is Option 1.

B. Required Materials:

1. Access to SIMnet, a digital platform that will be used with the eBook.
2. Software: Microsoft Office Professional 2021 or Microsoft Office 365 Applications for Enterprise.
 - a. All assignments can be completed on a Windows Operating System.
 - b. **IMPORTANT:** Mac computers (MAC OS) do not work on all applications and assignments covered in this class.
 - c. Microsoft Access is not included in Microsoft Office for Mac. Microsoft Access cannot run on Mac computers unless the Windows Operating System is installed on the Mac computer. Microsoft Access projects can be completed only on computers that run Windows OS.
 - d. Chromebooks do not work for assignments in this class.

VI. METHODS OF PRESENTATION/INSTRUCTION

- A. Explanation and/or demonstration as needed using the software features.
- B. Browser-based training component to preview, learn, and review Microsoft Office application skills.
- C. Discussions.
- D. Instructor support for the completion of the required activities listed on the Course Information Document.

VII. METHODS OF EVALUATION

- A. Exams: These exams require using a simulation of the application to organize and/or create files as instructed and to perform requested tasks.
- 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.