

SOUTHEAST COMMUNITY COLLEGE
BUSINESS DIVISION
Business Program
Revision Date: 09/30/2024

I. CATALOG DESCRIPTION

Course Number: BSAD1010
Course Title: Microsoft Applications I
Prerequisite(s): Keyboarding skills and prior computer experience recommended.

Catalog Description: This course focuses on the use of the Microsoft Office applications and Windows operating system. Emphasis is placed on developing skills in Word, Excel, Access, and PowerPoint as well as electronic mail and file management .

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

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

- A. Use Microsoft Office 365.
- B. Understand how to use electronic mail and cloud computing.
- C. Apply the basics of the Windows operating system and learn efficient folder/file management using File Explorer.
- D. Utilize word processing features in Microsoft Word.
- E. Utilize spreadsheet features in Microsoft Excel.
- F. Utilize database concepts in Microsoft Access.
- G. Utilize presentation software in Microsoft PowerPoint.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES

- A. Student Learning Outcomes: *Students will be able to*
 - 1. Use Microsoft Office 365.
 - 2. Manage an electronic mail account.
 - 3. Manage cloud computing and file sharing using One Drive.
 - 4. Organize data storage for file management.
 - 5. Leverage Windows operating system basic features to efficiently manage windows, and apps.
 - 6. Produce professional business documents with word processing features in Microsoft Word.
 - 7. Create workbooks with formulas and formatting in Microsoft Excel.
 - 8. Design database tables, simple queries, forms, and reports with Microsoft Access.
 - 9. Prepare professional presentations using design features in Microsoft PowerPoint.
- 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. Microsoft Office 365
- B. E-Mail Basics
- C. Cloud Computing and One Drive

- D. Windows Operating System and File Management
- E. Microsoft Word
- F. Microsoft Excel
- G. Microsoft Access
- H. Microsoft PowerPoint

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. Instructors will distribute the grading policies in Course Information Document.
- B. 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: Prior computer experience and keyboarding skill (see Item 1 on page 1).
- 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.