

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

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: This course focuses on the intermediate/advanced features of the Microsoft Office applications and data analysis. Emphasis is placed on developing intermediate/advanced skills in Word, Excel, Access, and PowerPoint through the creation of various projects as well as cloud computing 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 electronic mail, cloud computing, and file management.
- B. Utilize intermediate/advanced word processing features in Microsoft Word.
- C. Utilize intermediate/advanced spreadsheet features in Microsoft Excel.
- D. Manage and analyze data.
- E. Utilize queries, forms, and reports in Microsoft Access.
- F. Utilize intermediate/advanced presentation features in Microsoft PowerPoint.
- G. Integrate Microsoft Office 365 applications.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES

- A. Student Learning Outcomes: *Students will be able to*
 - 1. Use electronic mail, cloud computing, and file management.
 - 2. Produce professional documents using intermediate/advanced features in Microsoft Word.
 - 3. Create workbooks and analyze data using intermediate/advanced features in Microsoft Excel.
 - 4. Design queries, forms, and reports to analyze data using features in Microsoft Access.
 - 5. Prepare professional presentations using intermediate/advanced design features in Microsoft PowerPoint.
 - 6. Integrate files created in different Microsoft Office 365 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. Microsoft Office 365
- B. Cloud Computing and OneDrive
- C. File Management
- D. Microsoft Word
- E. Microsoft Excel
- F. Microsoft Access
- G. Microsoft PowerPoint
- H. 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. 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: 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.