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

Syllabus Statements

I. CATALOG DESCRIPTION

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

Catalog Description: Use of an Internet browser to work with electronic mail and cloud computing. Use of the Windows operating system and File Explorer to manage folders and files. Use of the Microsoft Office software suite to learn and apply basic features 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. Introduce students to electronic mail and cloud computing with a popular World Wide Web browser program.
B. Provide information about the basics of the Windows operating system and about efficient folder/file management using File Explorer.
C. Utilize word processing features using Microsoft Word.
D. Explore electronic spreadsheet features using Microsoft Excel.
E. Present database concepts using Microsoft Access.
F. Introduce presentation software using Microsoft PowerPoint.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES

A. Student Learning Outcomes: *Students will be able to*
  1. Use a browser program to manage his/her account for electronic mail and cloud computing services.
  2. Use Windows basics and File Explorer features to efficiently manage windows, apps, folders, and files.
  3. Use the Word desktop application in Microsoft Office to produce correctly formatted business documents with basic word processing features.
  4. Use the Excel desktop application in Microsoft Office to produce workbooks with basic spreadsheet formulas and formatting.
  5. Use the Access desktop application in Microsoft Office to produce database tables and simple queries, forms, and reports.
  6. Use the PowerPoint desktop application in Microsoft Office to produce correctly formatted presentations with basic features.
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. Exploring E-Mail Basics and Cloud Computing
B. Exploring Windows Basics and File Explorer

C. Introduction to Word
D. Introduction to Excel
E. Introduction to Access
F. Introduction to PowerPoint

V. INSTRUCTIONAL MATERIALS
    A. Required Text(s):
        1. Option 1: Carey/DesJardins/Shaffer/Shellman/Vodnik. *New Perspectives Microsoft Office 365 Office 2019 Introductory,* Current Edition. Cengage. DDA. Package contains:
            a. Sam Access Code and eBook
            b. You can purchase a loose-leaf book at the bookstore at a reduced cost, if you have opted-in.
        2. Option 2: Carey/DesJardins/Shaffer/Shellman/Vodnik. *New Perspectives Microsoft Office 365 Office 2019 Introductory,* Current Edition. Cengage. 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. Required materials:
        1. USB drive
        2. Notebook
        3. Sam, an Internet resource to be used with your book, is required.
        4. Software: For BSAD 1010 **online** students Office 2019 Professional, Office University, or Office 365 Home Premium is required. Labs at SCC will have this software.
        5. 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 of 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.
    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. Attendance Policy/Participation: Absences must be recorded each session. Attendance 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: 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.
    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.