

SYLLABUS

Code: OADM116

Title: Microsoft Office

Division: Business and Technology **Department:** Business/OADM

Course Description: The student will learn the basic terminology and operations of programs in the Microsoft Office software suite. Integration of files and multi-tasking activities in a networked environment will be emphasized.

Prerequisites: Typing skill required; Windows skills essential

Corequisites: --

Prerequisites or Corequisites: --

Credits: 3

Lecture Hours: 3

Lab/Studio Hours: 0

REQUIRED TEXTBOOK/MATERIALS:

Marquee Series: Microsoft Office 2010-Brief Edition, Rutkosky, Sequin and Rutksoky, EMC Paradigm Publishing, text and CD, ISBN: 978 07638 43335. The text bundle contains a 180-day trial version of Microsoft Office 2010 and a SNAP activation key. You will also need to purchase a USB portable storage device (a.k.a. a flash drive or thumb drive)

ADDITIONAL TIME REQUIREMENTS:

Additional lab time in open lab may be needed. Open lab is located in LAH 103 and 205

COURSE LEARNING OUTCOMES:

The student will:

- Learn the basic terminology and operations of programs in the Microsoft Office suite (Word, Excel, PowerPoint, and Access)
- Integrate the various software applications

GRADING STANDARD:

Course Grade: Your course grade will be based on the satisfactory completion of all chapter exercises, class attendance/tardiness, and evaluations.

Course grades will be calculated as listed below. The final grade will be calculated with the following scale:

	A	3.8 – 4.0 total points
	A-	3.6 - 3.7 total points
	B+	3.3 - 3.5 total points
	B	3.0 – 3.2 total points
	B-	2.8 – 2.9 total points
	C+	2.4 - 2.7 total points
C		2.0 - 2.3 total points
D		1.0 - 1.9 total points
	F	less than 1.0 points

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ATTENDANCE/TARDINESS

Three or more missed or late class/lab sessions will result in a 10% deduction, .40 points, from your final grade.

CHAPTER EXERCISES (40% of grade)

PRACTICE TESTS (10% of grade) Administered through SNAP

EVALUATIONS (50% of grade) Administered through SNAP

COURSE CONTENT:

UNIT 1: INTRODUCING WORD 2010

OBJECTIVE: The student will apply basic techniques needed to create, save, print, edit, format, and enhance WORD documents.

- Section 1: **Creating and Editing a Document**
- Section 2: **Formatting Characters and Paragraphs**
- Section 3: **Formatting and Enhancing a Document**

Skills Review and Skills Assessment as assigned
Supplementary Handouts as assigned

EVALUATION: An evaluation administered through SNAP will be given.

UNIT 2: INTRODUCING EXCEL 2010

OBJECTIVE: The student will using basic techniques create, save, print, edit, and format EXCEL worksheets. The student will also learn how to work with multiple windows and move and paste data between programs.

- Section 1: **Analyzing Data Using Excel**
- Section 2: **Editing and Formatting Worksheets**
- Section 3: **Using Functions, Setting Print Options, and Adding Visual Elements**

Skills Review and Skills Assessment as assigned
Supplementary Handouts as assigned

EVALUATION: An evaluation administered through SNAP will be given.

UNIT 3: INTRODUCING ACCESS 2010

OBJECTIVE: The student will apply basic techniques needed to create, save, edit, and print a database table. The student will also learn how to prepare reports and perform queries.

- Section 1: **Maintaining Data in Access Tables**
- Section 2: **Creating Tables and Relationships**
- Section 3: **Creating Queries, Forms, and Reports**

Skills Review and Skills Assessment as assigned
Supplementary Handouts as assigned

EVALUATION: An evaluation administered through SNAP will be given.

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UNIT 4: INTRODUCING POWERPOINT 2010

OBJECTIVE: The student will apply basic techniques needed to create, save, edit, format, and enhance PowerPoint presentations.

Section 1: **Preparing a Presentation**

Section 2: **Editing and Enhancing Slides**

INTEGRATION: INTEGRATING PROGRAMS: WORD, EXCEL, ACCESS, AND POWERPOINT

Skills Review and Skills Assessment as assigned
Supplementary Handouts as assigned

EVALUATION: An evaluation administered through SNAP will be given.

DEPARTMENT POLICIES:

Attendance: Three or more missed or tardy class sessions (when class meets once a week) will result in a deduction of 10 percent (0.4) from the final grade. Five or more missed or tardy class sessions (when class meets twice a week) will result in a deduction of 10 percent (0.4) from the final grade.

Any student found to be utilizing notes, receiving or giving assistance, or in any way cheating on an exam or other assignment will receive a zero grade for that exam or assignment. That student will also forfeit the opportunity to retest on that exam or assignment. A second cheating violation will result in an F for the course.

COLLEGE POLICIES:

For information regarding:

- ◆ Brookdale's Academic Integrity Code
- ◆ Student Conduct Code
- ◆ Student Grade Appeal Process

Please refer to the [BCC STUDENT HANDBOOK](#) AND [BCC CATALOG](#).

NOTIFICATION FOR STUDENTS WITH DISABILITIES:

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Disabilities Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY) to provide appropriate documentation of the disability, and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

ADDITIONAL SUPPORT/LABS:

Tutoring is available in the Computer Lab in LAH103. Check door for schedule.