



Norwalk Community College COURSE SYLLABUS Spring 2010

COURSE **Business Application Software – BBG 114**
CRN # 1027 – Section 05 – 4 credits

SCHEDULE Section 05: Tuesdays & Thursdays, 12:00–1:50 pm
([See last pages of this syllabus for semester schedule](#))

LOCATION Room W140 (West Campus)
Web sites: www.bbg114.com and <https://my.commnet.edu>

INSTRUCTOR Mr. Rich Malloy
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Telephone (work): 203-862-9411

COURSE DESCRIPTION In this hands-on course, students will learn how to create and maintain essential business documents, spreadsheets, databases and presentations using popular computer applications. These documents and spreadsheets include résumés, business letters and reports, invoices, income statements, monthly budgets, sales reports, year-to-year comparisons, and transaction databases. The students will also learn the basics of business email, Internet research, and effective promotional and training presentations. The skills and concepts learned in this course are required for the student's future business courses.

The course currently makes use of the following software: Microsoft Windows XP and Microsoft Office 2007 Professional (Word 2007, Excel 2007, Access 2007 and PowerPoint 2007). No prior computer experience is required. Students are encouraged but not required to have their own computers equipped with these programs.

Students will also be required to produce several business-oriented documents and spreadsheets that will be graded by the instructor or by an automated assessment system.

For every hour of class time, students are expected to spend at least 2 hours reading the textbook, practicing with their computers, or performing other exercises as described by the instructor.

This course is designed for students majoring in Business (i.e., Accounting, Business Administration, Finance & Banking, Hospitality, Legal Assistant, Management, and Marketing program majors).

COURSE OBJECTIVES

- Understand the importance of the various components of personal computer.
- Navigate in the Windows XP software environment.
- Perform research on the Internet.
- Communicate effectively using email.
- Compose and complete a résumé, customer letter, and business report.
- Formulate a sales invoice, income statement, monthly budget, loan-amortization schedule, sales report with year-over-year analysis, and standard business graphs.
- View, update, and analyze a database of transaction information in both a spreadsheet and a relational database management program.
- Prepare a business-oriented presentation using PowerPoint.
- Integrate several computer applications.

PREREQS

Eligibility for ENG 101.

REQUIRED MATERIALS

Pen/pencil, notebook and at least one USB Flash Memory drive (sometimes called “memory sticks”).

TEXTBOOK

Textbook: *Benchmark Series, Microsoft Office 2007, Windows XP Edition*, 2008, Rutkowsky & Rutkowsky, Paradigm Publishing, www.emcp.com.

**SOFTWARE**

- Microsoft Office 2007 and Windows XP, available on the classroom and lab computers. Office 2007 for Students can be purchased for your home computer at many computer stores at a discount price. (A 3-month demo copy of Office 2007 comes with the textbook.)
- Benchmark Microsoft Office 2007 Student Resources CD (included with textbook)

HANDOUTS

Provided as needed by instructor.

EXAMS

There are five scheduled exams during the semester. The first will follow the Basic Concepts segment (hardware, software, Windows XP, email, and the Internet). The second will follow the Documents segment. The remaining exams will follow the Spreadsheets, Databases, and Presentations segments of the course. The Presentations exam will be scheduled during or before the week of final exams. Students should use all readings, handouts, lecture notes, and online tutorial resources to prepare for the exams.

At the instructor's discretion, students may be allowed to make up an exam they missed, but at a reduced grade.

PROJECTS

During the semester, approximately seven lab projects will be assigned for homework. Projects are designed to take between 1-3 hours to complete. The projects are due on the days specified, at the beginning of the class period. At the discretion of the instructor, projects may be accepted late, but they will be subject to a reduced grade. Students wishing to turn in an assignment late should make prior arrangements with the instructor. Difficulty in finding time on a computer or space in one of the college's labs is not an excuse for a late assignment.

Students should proofread all of their work and correct errors in spelling, grammar and math before submitting their assignments. Completed assignments should be neat and business-like in appearance.

Students are encouraged to help each other in class and while studying. Collaboration is *expressly forbidden* on projects or exams.

Some projects will have to be submitted via email or disk (USB memory “disk” or CD). All filenames and the email *Subject* line should indicate the student’s name and project name.

POWERPOINT PROJECT

For the Presentation project, each student must create a business-oriented PowerPoint presentation and is encouraged to deliver it to the class. The presentation should be designed to train people to perform a particular task or persuade people to patronize or join a particular business or non-profit organization. Ideally the presentation may also be used outside the classroom.

ATTENDANCE

Attendance will be taken each day. Lateness will be penalized. It is each student's responsibility sign the daily attendance sheet. Participation in the hands-on exercises that occur on the computer each class is an important learning tool. Both attendance and class participation will be used to determine the grade. To obtain material for missed classes, the student should contact a classmate or contact the instructor by email.

TEXTBOOK READINGS

Students should read assigned chapters before class. Students should also practice exercises that gave them trouble in the previous class. Exams can include material from any of the readings, exercises, and lecture subjects.

HOME COMPUTING

Students with access to home or office computers are encouraged to use them for practice or to complete their homework assignments. Note that these computers need to be equipped with the same version of Microsoft Office software as used in class. Student versions of this software may be available at significant discount at the College Bookstore or at local computer stores. For students who do not have a home computer, computers are available on NCC campus.

COMPUTER LABS

Several computers are available for student use on the NCC campus. In addition to the computers in the library, there is a computer lab on the first floor of the West Campus that is usually open during school hours.

Students are encouraged to use these computers to practice skills learned in class and to do the assigned projects of the course. There are usually enough workstations in these computer labs to accommodate everyone. At busy times of the year, however, you may have to wait a few minutes until a computer becomes free. Please budget your time accordingly, and do not wait until the last minute to complete an assignment. *Plan ahead for problems!* Difficulty in finding an available lab computer is not an excuse for a late project.

LAB RULES

Each student is expected to follow the posted rules in the computer labs. For obvious reasons, no food or drink is allowed. We ask that you recycle computer paper and put it in the proper containers. Assistants are available to help with software or hardware problems (i.e., faulty disks or jammed printers) but are not expected to tutor you on the use of a particular program or machine.

ACADEMIC DISHONESTY

During hands-on classroom exercises, students should feel free to share solutions to common hardware or software problems or to alert classmates to software “bugs.” Sharing answers to homework projects or exam problems, however, is *strictly prohibited*. You are expected to turn in your own original solutions to all homework problems *and* to keep your work from others.

Plagiarism (turning in someone else's work as yours) and cheating are serious offenses. These dishonest activities are punishable by failure on the respective exam or project; failure in the course overall, and/or other penalties and disciplinary action that may be imposed by the college.

COURSE RULES

- Be on time.
- Turn off cell phones and any other communications devices.
- Stay alert and focused, and remain until the end of the class.
- One of the best ways to learn is to ask questions. According to an old saying, there are no stupid questions, just easy ones. If you don't ask questions, you only hurt yourself and your classmates.
- If the instructor is moving too fast, it is your responsibility to signal the instructor to slow down.
- If the instructor is moving too slow, try to help out a neighboring student who is having problems. (This is an excellent way to learn more about the subject.) Or, see if there are other ways to perform the same task that is being demonstrated.
- Leave the classroom computer as you originally found it. Save your class work and project files to your USB Flash Memory drive. Keep it with your course notes and text for future reference. Be sure to write your name and phone number on the USB drive. Do not save anything on the lab computer's hard drive (C-drive).

EXTRA ASSISTANCE

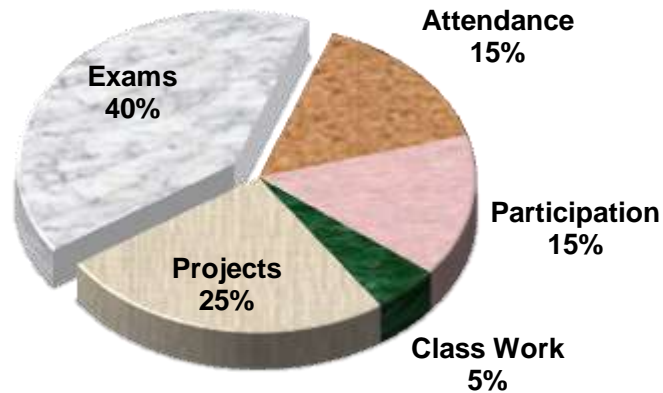
If you have any condition – such as a physical or learning disability or language difficulty – that will make it difficult for you to carry out the work as outlined, or which will require academic accommodations, please notify the instructor confidentially as soon as possible.

ANTI-VIRUS ISSUES

Always be wary of being infected with computer viruses, worms, and spyware. Each classroom computer cleans itself automatically each time it is powered up. Be careful when using a friend’s computer or a public computer such as those at a library. Avoid “free” software. Be sure your own computer is protected with up-to-date antivirus, anti-spyware and firewall software.

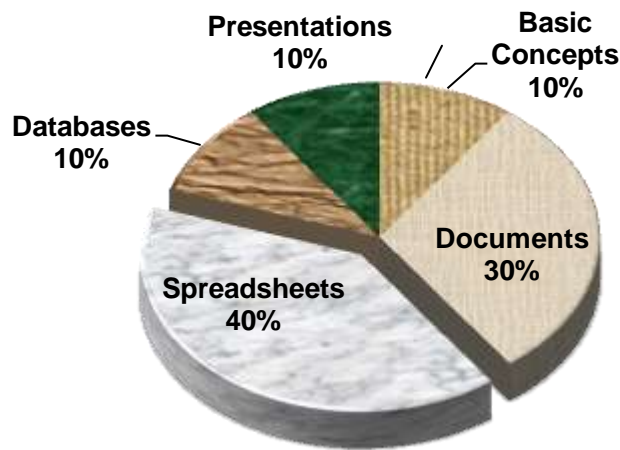
GRADING

Student grades will be made up of the following components:



GRADE COMPOSITION BY SUBJECT

The five different subjects covered in this course will be weighted as follows:



This syllabus was created with Microsoft Word 2007 and Microsoft Excel 2007.

Semester Schedule

BBG 114

Business Application Software

Mr. Malloy

Spring 2010 Sect. 05

Tues & Thurs 12:00–1:50 PM

Rm. W140

#	Day	Date	Chapter	Pages	Projects
1	Tue	Jan 26	Business Computer Hardware: The components of a business computer; The best type of computer to buy.	Intro 1-3, Handouts	
2	Thu	Jan 28	Business Software: Types of programs; Controlling programs with Windows.	Intro 4-12, Handouts	
3	Tue	Feb 2	File Management: Organizing files and folders for maximum efficiency. How to back up data.	Intro 13-40	Intro Project Assigned
4	Thu	Feb 4	Internet Browsing & Email: How the Internet and Email works; Using Email effectively; Internet dangers to avoid.	Intro 41-48, Handouts	
5	Tue	Feb 9	Exam 1 — Introductory Concepts;		Intro Project due at 10:00 pm
6	Thu	Feb 11	Creating a Business Letter: Learn the standard parts of a business letter; Check spelling and grammar; Handle other languages.	Word 7-47, Handouts	Word Projects Assigned
7	Tue	Feb 16	Formatting paragraphs; Use borders and shading; Insert tabs.	Word 48-98	
8	Thu	Feb 18	Creating a Business Report; Format pages; Inserting page headers and footers; Creating columns.	Word 103-162	
9	Tue	Feb 23	Enhancing a report with graphics; Managing multiple documents; Printing envelopes and labels	Word 162-220	Word Project 1 due at 10 pm
10	Thu	Feb 25	Creating tables, charts and diagrams in a business report.	Word 225-263	
11	Tue	Mar 2	Creating a business form letter with Mail-Merge; Review Business Documents	Word 271-294	
12	Thu	Mar 4	Exam 2 - Business Documents		Word Project 2 due at 10 pm

Continued

Semester Schedule (cont.)

#	Day	Date	Chapter	Pages	Projects
13	Tue	Mar 9	Creating a Spreadsheet; Inserting formulas.	Excel 7-42	Excel Projects Assigned
14	Thu	Mar 11	Using Functions; Calculating loan payments.	Excel 43-62	
	Tue	Mar 16	<i>Spring Break</i>		
	Thu	Mar 18	<i>Spring Break</i>		
15	Tue	Mar 23	Formatting a Worksheet.	Excel 67-137	Excel Project 1 due at 10 pm
16	Thu	Mar 25	Working with Multiple Worksheets; Setting up ranges of cells.	Excel 158-185	
17	Tue	Mar 30	Managing Workbooks; Creating Web pages	Excel 200-227, 272-276	Excel Project 2 due at 10 pm
18	Thu	Apr 1	Creating Business Graphs: Create a bar chart and pie chart; Annotate the chart's key elements.	Excel 239-260	
19	Tue	Apr 6	Analyzing a Spreadsheet Database: Searching and filtering a large transaction database; Pivot tables to summarize data. Lookup functions.	Handouts	Excel Project 3 due at 10 pm
20	Thu	Apr 8	Adding visual elements to a Spreadsheet; Review	Excel 278-298, Handouts	
21	Tue	Apr 13	Exam 3 - Spreadsheets		Excel Project 4 due
22	Thu	Apr 15	Using Database Forms and Reports: Using and maintaining+E20 a database of transactions in Access.	Handouts	Access Proj Assigned
23	Tue	Apr 20	Analyzing a Database: Create and modify queries to find particular data.	Handouts	
24	Thu	Apr 22	Exam 4 — Databases		Access Proj Due
25	Tue	Apr 27	Creating a Business Presentation: Using the 7 X 7 Rule.	PPT 7-69	PPT Proj Assigned
26	Thu	Apr 29	Adding Graphics to a Presentation: Insert pictures, clip art, and tables; Add company logos to Master slides.	PPT 75-154	
27	Tue	May 4	Integrating Excel Charts and Animation: Link with spreadsheets; Insert animated GIFs and videos.	PPT 175-336	
28	Thu	May 6	PowerPoint Presentations and Exam		PPT Proj Due at start of class

Note:	Feb 22	Last day to change to audit
	Apr 19	Last day to withdraw
	May 11-17	Final Exams