INSTRUCTOR'S NAME: Connie McGee
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7:30 – 9:00
Monday and Wednesday
DROP DATE: April 18, 2016

THE INSTRUCTOR RESERVES THE RIGHT TO AMEND A SYLLABUS AS NECESSARY.

I. COURSE DESCRIPTION
Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures. This course is an introduction to Microsoft Office 2010. Course topics will encompass the following MS Office components—Word 2010, Excel 2010, Access 2010, PowerPoint 2010, and integrating MS Office applications.

II. PREREQUISITE
Suggested Prerequisite: Computer Applications I or equivalent.

III. COURSE MATERIALS
Instructor will provide materials.
File Storage Media—Flash Drive Recommended.

IV. COURSE OBJECTIVES
§130.115. Business Information Management II (One to Two Credits).

(a) General requirements. This course is recommended for students in Grades 11-12.
Prerequisite: Business Information Management I.
(b) Introduction. Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make a successful transition to the workforce or postsecondary education. Students apply technical skills to address business applications of emerging technologies, create complex word-processing documents, develop sophisticated spreadsheets using charts and graphs, and make an electronic presentation using appropriate multimedia software.
(c) Knowledge and skills.
(1) The student demonstrates project management processes to conduct a business project. The student is expected:
(A) implement a project;
(B) manage a project team;
(C) monitor a business project;
(D) minimize a business project's errors; and
(E) conclude a business project.

(2) The student demonstrates the use of the concepts, strategies, and systems for obtaining and conveying ideas and information to enhance communication in the workplace. The student is expected to:
(A) employ verbal skills when obtaining and conveying information;
(B) demonstrate use of content, technical concepts, and vocabulary when analyzing information and following directions;
(C) record information needed to present a report on a given topic or problem;
(D) write internal and external business correspondence that conveys information effectively using correct grammar, spelling, punctuation, and capitalization;
(E) communicate with coworkers to clarify workplace objectives; and
(F) communicate effectively with customers and coworkers to foster positive relationships.

(3) The student describes, locates, organizes, and references written information from various sources to communicate with coworkers and clients. The student is expected to:
(A) locate written information used to communicate with coworkers and customers;
(B) organize information to use in written and oral communication; and
(C) reference the sources of information.

(4) The student evaluates and uses information resources to accomplish specific occupational tasks. The student is expected to:
(A) use informational texts, Internet websites, and technical materials to review and apply information sources for occupational tasks; and
(B) evaluate the reliability of information from informational texts, Internet websites, and technical materials and resources.

(5) The student develops and delivers formal and informal presentations using appropriate media to engage and inform audiences. The student is expected to:
(A) prepare oral presentations to provide information for specific purposes and audiences;
(B) identify support materials that will enhance an oral presentation;
(C) prepare support materials that will enhance an oral presentation;
(D) deliver an oral presentation that sustains listeners' attention and interest;
(E) align presentation strategies to the intended audience; and
(F) implement multimedia strategies for presentations.

(6) The student interprets verbal and nonverbal behaviors to enhance communication with coworkers and clients. The student is expected to:
(A) interpret verbal behaviors when communicating with clients and coworkers; and
(B) distinguish nonverbal behaviors when communicating with clients and coworkers.

(7) The student applies active listening skills to obtain and clarify information. The student is expected to:
(A) demonstrate the use of content, technical concepts, and vocabulary when analyzing information and following directions;
(B) employ verbal skills when obtaining and conveying information;
(C) interpret verbal and nonverbal behaviors to enhance communication;
(D) apply active listening skills to obtain and clarify information; and
(E) use academic skills to facilitate effective written and oral communication.

(8) The student develops and interprets tables, charts, and figures to support written and oral communication. The student is expected to:
(A) create tables, charts, and figures to support written and oral communication; and
(B) interpret tables, charts, and figures used to support written and oral communication.

(9) The student demonstrates listening and speaking with diverse individuals to enhance communication skills. The student is expected to:
(A) apply factors and strategies for communicating with a diverse workforce; and
(B) demonstrate the ability to communicate and resolve conflicts within a diverse workforce.

(10) The student demonstrates public relations skills to increase internal and external customer satisfaction. The student is expected to:
(A) communicate effectively when developing positive customer relationships; and
(B) support and maintain a multimedia website.

(11) The student designs solutions to mathematical business problems using spreadsheet technology. The student is expected to:
(A) recognize and apply lookup tables, built-in functions, macros, and advanced charts and graphs;
(B) determine the uses of spreadsheets with currencies other than the dollar based on current market value; and
(C) create and interpret financial statements, including:
   (i) comparisons and projections;
   (ii) predictions and forecasts;
   (iii) trend analyses; and
   (iv) charts and graphs.

(12) The student documents technical knowledge and skills. The student is expected to:
(A) prepare a professional electronic portfolio to include:
   (i) attainment of technical skill competencies;
   (ii) licensures or certifications;
   (iii) recognitions, awards, and scholarships;
   (iv) extended learning experiences such as community service and active participation in career and technical student organizations and professional organizations;
   (v) sample letter of application;
   (vi) abstract of key points of accomplishments;
   (vii) résumé;
   (viii) samples of work; and
   (ix) evaluation from a teacher; and
(B) prepare and present the portfolio to all interested stakeholders such as in a multimedia presentation.

Source: The provisions of this §130.115 adopted to be effective August 23, 2010, 34 TexReg 5923.
V. SCANS COMPETENCIES
Working with Information—Process information with computers.
Applying Systems Knowledge—Design/improve systems.
Demonstrating Basic Skills—Reading, Listening
Demonstrating Thinking Skills—Decision making, Thinking logically.

VI. EVALUATION
If a student is absent, it will be their responsibility to make up any missed assignments. (It is your responsibility to notify the instructor immediately if you miss, or know that you are going to miss, a test.) A zero will be given as the grade for assignments never received or for tests not taken. The student’s final grade will be based on the following:

<table>
<thead>
<tr>
<th>Warm-ups</th>
<th>10%</th>
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<tbody>
<tr>
<td>Classwork</td>
<td>40%</td>
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<tr>
<td>Tests/Projects</td>
<td>50%</td>
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Note: Each semester, a student’s average is comprised of an average of the three grading periods (usually 5 or 6 weeks) and the semester exam. The final course average will be an average of the final exam and the 2 semester averages.

Grades are assigned based on the following scale:
A = 90-100  B=80-89  C=70-79  F=69 or less

VII. HOLIDAYS
There will be no classes on the following dates:
Martin Luther King Jr. Day January 18, 2016
Spring Break March 7 – 11, 2016
Good Friday March 25, 2016
Student/Staff Holiday April 18, 2016
Memorial Day Holiday May 30, 2016

VIII. CLASSROOM POLICY
Richland College/GISD policy states that food, drink (including water bottles), and smoking are not allowed in classrooms. All food and drinks will be confiscated in the classroom. Children are not permitted in the labs or classrooms at any time. No pagers, beepers, or telephones. Please turn cell phones off when you are in the classroom and/or lab.

IX. ATTENDANCE POLICY
Students are expected to attend class regularly. If a student accumulates more than 6 absences during the semester, the student’s final average will be recorded with a 5 point attendance deduction.

X. INSTITUTION POLICIES
Refer to the Richland College website: www.richlandcollege.edu or to www.richlandcollege.edu/syllabusinfo/syllabiInformation.pdf.
XI. COURSE OUTLINE/SCHEDULE
The schedule below is an overview of the topics to be covered. All topics will be covered in self-paced modules. It may be necessary to spend more or less time on some of these topics depending on the level of difficulty. The instructor may assign additional projects if more practice is needed.

If a student is absent, it is his/her responsibility to make up all missed class activities and assignments, including any not appearing on the following schedule.

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<thead>
<tr>
<th>BCIM II (POFI 1341) TOPICS</th>
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<tr>
<td>Class Introductions &amp; Student Profile</td>
<td>Syllabus Review</td>
</tr>
<tr>
<td>Word Lesson 1</td>
<td>Advanced Formatting Features</td>
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<tr>
<td>Word Lesson 2</td>
<td>Organizing, Navigating, &amp; Citing Documents</td>
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<tr>
<td>Word Lesson 3</td>
<td>Collaborating with Others</td>
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<tr>
<td>Word Lesson 4</td>
<td>Integrating Data</td>
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<td>Mail Merge Project</td>
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<td>Word Lesson 5</td>
<td>Customizing Word</td>
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<tr>
<td>Word Application &amp; Projects</td>
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<tr>
<th>WORD MOS TEST AVAILABLE</th>
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<tr>
<td>Excel Lesson 1</td>
<td>Formatting &amp; Manipulating Data</td>
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<td>Excel Stock Market Project</td>
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<tr>
<td>Excel Lesson 2</td>
<td>Maintaining Data Integrity</td>
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<tr>
<td>Excel Lesson 3</td>
<td>Summarizing Data for Analysis</td>
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<tr>
<td>Excel Lesson 4</td>
<td>Collaborating with Others</td>
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<td>Excel Application &amp; Projects</td>
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<th>EXCEL MOS TEST AVAILABLE</th>
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<tr>
<td>Outlook Lesson 1</td>
<td>Communicating with Others</td>
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<tr>
<td>Outlook Lesson 2</td>
<td>Managing Schedules</td>
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<tr>
<td>Outlook Lesson 3</td>
<td>Customizing Outlook</td>
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<th>OUTLOOK MOS TEST AVAILABLE</th>
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<tr>
<td>Access Lesson 1</td>
<td>Simplifying Data Entry</td>
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<tr>
<td>Access Lesson 2</td>
<td>Questioning &amp; Reporting Data</td>
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<td>Access Applications &amp; Projects</td>
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<td>ACCESS MOS TEST AVAILABLE</td>
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<tr>
<td>PowerPoint Decade Project</td>
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<td>POWERPOINT MOS TEST AVAILABLE</td>
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<tr>
<td>Integration Project: Entrepreneurship Project</td>
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<td>Integration Project: Mother’s Day Project</td>
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<td>FINAL EXAM</td>
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