



HENRY FORD COMMUNITY COLLEGE
Dearborn, Michigan

MICROCOMPUTER APPLICATIONS (BCA 140)
3 credit hours
Fall 2007

Instructor: Diana Baran, BS, MSA
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Pre-requisite: Minimum typing speed of 25 wpm

Text and Materials: *Microsoft Office 2003, Volume 1, Second Edition*
Authors: Robert T. Grauer and Maryann Barber
Prentice Hall Publishing Company
Web site: www.prenhall.com/grauer
TRAIN and ASSESS IT

Catalog Description:

This course fulfills the HFCC computer literacy requirement. BCA 140 covers the fundamentals of computer literacy with an emphasis on software usage literacy. Hands-on training in software application programs include word processing, spreadsheets, and data base. Assignments include problem-solving and critical-thinking development components. A version of Microsoft Office will be used.

Core Course Topics:

1. Basic Microsoft Windows commands
2. World Wide Web and Internet browser
3. E-mail and "Netiquette"
4. Basic word processing functions
5. Basic spreadsheet functions
6. Basic database functions

Course Requirements:

- Computer. If you do not have a computer, feel free to use the open computer labs available in the Business & Economics Department (3rd floor Liberal Arts Building) or the Learning Center computer lab.
- Microsoft Office 2003 Professional (including Access)
- Internet Access (broadband recommended)
- Good computer skills including knowledge of the internet and email
- Pre-requisite is the ability to keyboard 25 words a minute

Course Policies:

Homework:

The due dates of the assignments are on the course schedule. You have a two day grace period after each due date, during which I will accept assignments, but your grade will be reduced by one point per day. Do not email me to ask for more time. You have received two extra days. After the grace period, absolutely no homework will be accepted for that chapter. Assignments *shall happily be accepted EARLY*. Feel free to work ahead and finish the class early.

Emails:

All correspondence must be sent to dbaran@hfcc.edu. Do not email homework to my UCompass address. Do not upload them into UCompass. I will only accept completed assignments emailed to dbaran@hfcc.edu

- Start all Email subjects with BCA 140 followed by the nature of your email i.e. Question or Assignment
- **ALWAYS include your name in the body of the email.**
- NEVER include me in any mass mailings you may send to your entire address book or your buddy list

Cheating:

A copy of Henry Ford Community College's Policy on Academic Dishonesty is attached and can also be found on HFCC's web page (www.hfcc.edu).

Computer Systems Acceptable Use:

As an online student, you are free to use any computer in the completion of this course. However, if you use the computers located at an HFCC campus, you must abide by the HFCC Acceptable Use Policy. A copy of HFCC's policy is attached and can also be found on HFCC's web page (www.hfcc.edu). As a registered student, you may use the personal computers in the library. As a BCA student you may also use the business labs.

Drop Policy:

- Automatic drop grades (DR) will not be given.
- Drop grades are given only to those students who request them through the Registrar's office by the date noted in the HFCC Class Schedule.

Grading:

<u>Assignments</u>	<u>Points</u>
WORD assignments (10)	100
WORD Quizzes (4)	40
WORD Exam	200
EXCEL assignments (10)	100
EXCEL Quizzes (4)	40
EXCEL Exam	200
ACCESS assignments (9)	90
ACCESS Quizzes (3)	30
ACCESS Exam	200
TOTAL POINTS	1000

Final Grade Calculation:

<u>% of Points</u>	<u>Points Required</u>	<u>Letter Grade</u>
90%	900 and above	A
80%	800 to 899	B
70%	700 through 799	C
60%	600 through 699	D
	Below 599	E

Each textbook assignment is worth 10 points unless noted.

Each TAIT Quiz is worth 10 points.

TENTATIVE COURSE SCHEDULE

WORD 2003		Pages	Save as	Due
WORD Chapter 1 – What Will Word Processing do for me?		73 - 111		9/10/07
Practice 1 – The Basics of Word Processing		112	W1P1	
Practice 2 – The Spelling and Grammar Check		113	W1P2	
Practice 3 – Select Then Do		114	W1P3	
Word CH 1 TAIT Quiz				
WORD Chapter 2 – Gaining Proficiency		121 - 215		9/17/07
Practice 1 – Formatting 101		167	W2P1	
Practice 3 – Moving Text		169	W2P3	
Practice 7 – Tracking Changes with Tab Stops		173	W2P7	
Word CH 2 TAIT Quiz				
WORD Chapter 3 – Enhancing a Document		175 - 197		9/24/07
Practice 1 – Electric Alley		216	W3P1	
Practice 2 – Presidential Anecdotes		217	W3P2	
Word CH 3 TAIT Quiz				
WORD Chapter 4 – Advanced Features		225 - 242		10/1/06
Practice 3 – The Purchase of a PC		274	W4P3	
Practice 4 – Lost Pets		275	W4P4	
Word CH 4 TAIT Quiz				
WORD EXAM: 10/4/07				
EXCEL 2003		Pages		Due
EXCEL Chapter 1 – What is a Spreadsheet?		281-335		10/15/07
Practice 1 - Isolate Assumptions		336	E1P1	
Practice 4 - The Checkbook		339	E1P4	
Practice 5 – Judson Ford Realty		340	E1P5	
Excel CH 1 TAIT Quiz				
EXCEL Chapter 2 – Gaining Proficiency		345 - 377		10/22/07
Practice 1 – Alternate Payroll		378	E2P1	
Practice 2 – The Sports Statistician		379	E2P2	
Excel CH 2 TAIT Quiz				
EXCEL Chapter 3 – Graphs and Charts		389 - 429		10/29/07
Practice 1 - Theme Park Admissions		430	E3P1	
Practice 5 – Your Next Car		434	E3P5	
Excel CH 3 TAIT Quiz				
EXCEL Chapter 4 – Using Spreadsheets in Decision Making		439 - 485		11/5/07
Practice 1 – Calculating Your Retirement (<i>worth 15 points</i>)		486	E4P1	
Practice 2 – Alternate Grade Book (<i>worth 15 points</i>)		487	E4P2	
Excel CH 4 TAIT Quiz				
EXCEL EXAM: 11/8/07				

ACCESS 2003	Pages		Due
ACCESS Chapter 1 – What is a Database?	497 - 534		11/19/07
Practice 2 – Definitely NeedlePoint <i>Skip step f.</i>	536	A1P2	
Practice 5 – The Look Ahead <i>Skip step f.</i>	539	A1P5	
Practice 6 – Peppy’s Restaurant <i>Skip step g.</i>	540	A1P6	
Access CH 1 TAIT Quiz			
ACCESS Chapter 2 – Tables and Forms	545 – 560		12/03/07
Hands-On Exercise 1 – Creating a Table <i>(worth 15 points)</i>	552 – 560	A2E1	
Practice 4 – The Fishing Pole <i>(worth 15 points)</i>	590	A2P4	
Access CH 2 TAIT Quiz			
ACCESS Chapter 3 – Reports and Queries	599 - 647		12/10/07
Hands-On Exercise 1 - The Report Wizard	605 - 611	A3E1	
Hands-On Exercise 2 - Creating a Select Query <i>Save Query Results in Step 3, 4 and Report in Step 6.</i>	617 - 622	A3E2	
Practice 4 – The Shopping Mall	651	A3P4	
Access CH 3 TAIT Quiz			
ACCESS EXAM: 12/11/07			

Completing the Assignments:

You are expected to read each chapter. Assignments must be completed by using Microsoft Office 2003. Plan to spend at least four to six hours each week working on assignments.

The process will work in this fashion:

1. Complete the textbook based homework assignments listed in the course schedule above.
 - a. Most of the textbook assignments have files that are required to complete the assignment. These files have been emailed to you. Install those files on your computer once, and you are set for the semester.
 - b. If a file does not exist for an assignment, read the directions in the book because you are going to create that assignment yourself.**
 - c. Whenever the book asks you to print, do not print.
 - d. When all assignments for a chapter have been completed, send one email to me with the following example Subject: BCA 140 Textbook Assignment Word Chapter 1 and all of the completed textbook assignment files attached. If your email system does not allow you to send all the files in one email, note in the subject that it is Part 1 of 2 and Part 2 of 2 emails. **Please do not zip the files. Include your name in the body of the email.**
 - e. I will post grades in the Ucompass Grade Book within 48 hours. Check your Grade/Progress link on a regular basis. If you do not see a grade for a completed assignment, email me and find out why. Chances are I did not get the assignment.

2. Go to the TAIT site and complete the work assigned for the chapter
 - a. Go to the site directly (<http://phgenit.com>) or via the shortcut (preferred) placed on your desktop.
 - b. Follow all instructions for setting up your account - details at in the TAIT document. Section code: **m2zkm8x5**.
 - c. Take the pre-test to determine the chapter areas that you need to work on.
 - d. You can take the pre-test multiple times; your score on this test does not count.
 - e. Complete the TAIT Chapter Quiz. It can be taken only one time. This score counts.
 - f. You do not need to send me your score. I get it automatically.
 - g. You are done with the chapter!

Points will be reduced if you do not follow instructions. For example, I will subtract homework points if you submit textbook assignments to the Ucompass address, do not properly name files, do not start emails with a subject of BCA 140, submit more than one chapter textbook assignment on one email, etc. You are enrolled in an online class: it is absolutely critical that you follow instructions. You can not be successful in this or any other online course if you do not follow the instructions.

Ucompass:

Remember... your Ucompass account has the same account and password as your initial on-campus network account. Your account is a combination of your first initial, middle initial, last name, and possibly a number. Your initial password is the month and day (MMDD) of your birth. It is important to remember that changing your WebAdvisor password does not change your network, HFCC email, or UCompass account.

Course Measurable Objectives:

Major Core Course Objectives (*meets critical thinking objective)

1. Operate basic computer hardware, and navigate basic commands in Microsoft Windows.
2. Manipulate a browser for Internet access, use search engines, identify appropriate search terms, and select and evaluate WWW sites.
3. Use e-mail.
4. Use word processing software.*
5. Use spreadsheet software.*
6. Use database software.*

Detailed Course Objectives (*meets critical thinking objective)

1. Use Microsoft Word software to:
2. Create, save, retrieve, edit, and print a document.*
3. Create a letter and envelope.
4. Check a document for spelling and grammar usage.
5. Use the thesaurus feature to look up synonyms and antonyms.
6. Format a document using various font elements, paragraph indentations, tabs, borders and shading, and columns.
7. Access templates for creating various documents, such as letters, memorandums, and resumes.
8. Change margins, orientation, line spacing, and horizontal and vertical alignment.
9. Insert and format symbols and graphics (WordArt, ClipArt, Pictures, and AutoShapes).
10. Create bulleted, numbered, and multi-level (outlined) lists.
11. Create and format tables.
12. Use Microsoft Excel software to:
13. Create, save, retrieve, edit, and print a worksheet.*
14. Format a worksheet using various font elements, shading, borders, and alignments.
15. Create formulas using relative and absolute cell references and isolating assumptions.
16. Insert a hyperlink into a worksheet.
17. Save a worksheet as a Web page; open the Web page using a browser.
18. Facilitate decision making by using various functions, such as PMT, FV, AVERAGE, MAX, MIN, COUNT, IF, and VLOOKUP or HLOOKUP.
19. Create, modify, and enhance a chart using the Chart Wizard and the Drawing toolbar to create lines, objects, and 3-D shapes.
20. Create a document integrating word processing and spreadsheet applications.
21. Use Microsoft Access software to:
22. Create and save a database.
23. Create a table; add, edit, and delete fields within a table; and set a primary key for a table.*
24. Add, edit, and delete records within a table.
25. Use a form to add records within a table.
26. Apply a filter (by form or selection) to a table, and sort a table on one or more fields.
27. Create PivotTable and PivotChart views to display information.
28. Create and modify a select query; use multiple criteria within the query design grid.*
29. Create a report using the Report Wizard.

Assessment of Academic Achievement:

Major Core Course Objectives 1-6 **will be assessed by using course-embedded assignments and locally designed tests and the use of computers in the classroom**

Policy on Academic Dishonesty (Cheating)*

Henry Ford Community College considers academic dishonesty to be a serious offense. It is the policy of the College that determination of and appropriate action in respect to academic dishonesty by a student shall be a matter of individual judgment by the instructor. The instructor may administer a penalty up to and including failure in the particular course. It is the professional obligation of the faculty to enforce academic integrity in their courses.

Academic dishonesty is any activity intended to improve a student's grade fraudulently.* It includes, but is not limited to, the following:

1. Unauthorized acquisition of tests or alteration of grades (such as the stealing of tests, test keys, or grade books from faculty offices or elsewhere, or the purchasing of tests or grade books);
2. Unauthorized use of notes, books, or other prohibited materials during an examination;
3. Open cheating on an examination (such as copying from another student's paper);
4. Permitting another person to take a test in the student's place or receiving unauthorized assistance with any work for which academic credit is received;
5. Providing unauthorized assistance with any work for which academic credit is received;
6. Revision of graded work in an attempt to receive additional credit fraudulently;
7. Plagiarism (using another person's work without acknowledgment);
8. Any other conduct intended to obtain academic credit fraudulently or dishonestly.

If an instructor fails a student in a course for academic dishonesty, the instructor must immediately notify in writing the student and the registrar of the infraction, retaining copies of both notifications.

The registrar maintains a record of all such violations. If a student fails two classes as a result of academic dishonesty, he or she is dismissed from the College for two academic years. In addition, a notation of the reason for academic dismissal is placed on the student's transcript. The notation may be expunged at the discretion of the appropriate vice president if the student petitions for its removal after at least two years have elapsed since the disciplinary action.

If a student believes that the accusation is false, he or she may appeal through the Student Complaint Procedure. If the appeal reaches the Student Complaint Board, the Board may consider only whether the charge is justified. The Board may not set aside or change the penalty given by the instructor unless the charge of academic dishonesty is set aside.

*Any action that violates the Student Conduct Policy and Due Process Procedure is also subject to review under that policy.

Computer Systems Acceptable Use Policy 6800

Henry Ford Community College's computers, peripherals, software, networks, supplies, e-mail systems, and internet connections ("HFCC's Systems") are intended to carry out the legitimate operation functions of HFCC and not for the purposes unrelated to college business. It is not the intent or purpose of this policy to dampen or restrict freedom of inquiry or freedom of criticism. HFCC prohibits the removal, relocation, or alteration of equipment or software without written authorization.

It is the policy of HFCC to prohibit the use of HFCC's Systems for purposes of:

- Harassment of persons or organizations on or off campus for any reason.
- Sending or receiving material of a profane, pornographic, or threatening nature.
- Sabotage, misuse, or abuse of equipment, software, or data on or off campus, including unauthorized alteration of HFCC's Systems and computer files through the willful or negligent introduction of viruses or by mechanical or electronic tampering.
- Unauthorized production or reproduction of programs, or multiple copies of material in any form, for the purpose of resale or redistribution in violation of the intellectual property rights of HFCC or any other person.
- Plagiarizing, altering, or tampering with the work of others.
- Gaming, solicitation, or any activity deemed illegal or contrary to HFCC policies.
- Theft of intellectual or other property, including copyright infringement.
- Intentionally preventing an electronic communication from being received by the intended recipient without authorization from the originating sender.
- Intentionally causing an electronic communication to be viewable or heard by persons other than the named recipient without authorization from the originating sender, or the named recipient, except where the recipient of electronic communications reports a violation of the Computer Systems Use Policy.

It is the desire of HFCC to ensure that HFCC Systems are put to the best and most efficient use. HFCC, therefore, requires that:

- Students, faculty, and staff receive appropriate training in hardware, software, and network use or demonstrate acceptable levels of proficiency prior to access.
- Students, faculty, and staff be mindful of the time spent (as in "surfing the net" or "chatting") on HFCC's Systems or material consumed (such as having large or vague searches printed).
- Students, faculty, and staff exercise reasonable care in protecting their log-on names and passwords and not permit unauthorized persons to access HFCC's Systems.
- Students, faculty, and staff should not use HFCC's System to store messages and files because it would place an undue burden on limited system resources.

Users of HFCC's Systems are reminded that e-mail is like any other form of written communication. It is subject to the same legal restrictions and potential liabilities as a paper document. E-mail may be subpoenaed and is subject to the "Freedom of Information Act." In view of this, HFCC's System should not be considered appropriate for transmission of confidential or proprietary information. From the standpoint of the creator of a message, the message should be viewed as "business correspondence" or as an academic paper that has a likelihood of becoming a published document. HFCC does not monitor or permanently store messages. However, unlike a written document that can entirely be erased or destroyed by the writer, user deletion of messages renders electronic space in the system available for other messages but does not immediately erase the messages from the system. Therefore, users of HFCC's Systems should not expect privacy. Nevertheless, it is incumbent upon all users of HFCC's Systems to treat misdirected e-mail communications with reasonable care to avoid undue disclosure of the messages of others.

Penalties for violation of this policy will vary depending on the nature and degree of the specific violation. Penalties range from reprimand through expulsion for students or termination for employees in accordance with the provisions of any College Collective Bargaining Agreement, to the extent such Agreement applies to the employees. If violations of law are involved, users may incur civil liability to HFCC or third parties and may also be subject to prosecution. This policy incorporates, by reference, other HFCC policies and/or procedures related to computers and intellectual property, including the written guidelines and materials that were provided at the time the privilege of access to HFCC's Systems was granted to each user.

STUDENT SUPPORT SERVICES

Assisted Learning

313.845.9617 or 313.845.9804 (for hearing impaired)
Main Floor, Learning Resources Center
Tutoring and assistance for those with special needs

Child Development Center

313.317.6527
Day and evening child care for children, ages 2-1/2 to 12

Cooperative Education

313.845.6359 or 313.845.9703
On-the-job, practical training

Counseling

313.845.9611
Main Floor, Learning Resources Center
Assistance in reaching personal, educational, and career goals; assistance in transferring to four-year colleges and universities

Financial Aid Office

313.845.9616
Main Floor, Learning Resources Center
Student financial assistance and veteran services

Focus on Women

313.845.9629
Main Floor, Learning Resources Center
Assistance in determining eligibility for Perkins funds for special populations, including students choosing non-traditional programs; counseling and support groups

Job Placement

313.845.9618
Room 112, Technical Building
Assistance in finding part-time, full-time, or temporary jobs before and/or after graduation

Learning Lab

313.845.9643
Second Floor, Learning Resources Center
Assistance with reading, writing, accounting, and math skills

Library

313.845.6375
Students with library cards may check out books. The library's Media Center has computers for student use, non-circulating audio-visual material, photocopiers, and study rooms.

Partners Plus

313.845.9690 or 313.845.9696
Room A-154, Learning Technology Center
Specific advising on University of Michigan-Dearborn's degree programs; academic tutoring in math, accounting, and science courses

Registrar's Office

313.845.9233
Lower Level, Learning Resources Center

Student Activities Office

313.845.9265 or 313.845.9838
C-105, Student Services Building
Student clubs and activities; volunteer opportunities; The Mirror