

**HENRY FORD COMMUNITY COLLEGE**  
**Dearborn, Michigan**

**SOFTWARE APPLICATIONS (BCA 140) – Completely Online**  
**3 credit hours**

**WINTER 2007 – Monday, January 7 through Saturday, May 3, 2008**

**Instructor:** Leslie Ann Kellogg, Masters of Public Administration

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Office Location: ASCC 3xx  
Office Hours: By Appointment

**Class Meetings:** This course is conducted completely online. **This is not a self-paced course. Please do not fall behind in your assignments as you will have great difficulty completing your assignments and passing this course if you do.**

**Pre-requisite:** Minimum typing speed of 25 wpm

**Text and Materials:** 1) *Microsoft Office 2003, Volume 1, Second Edition*  
Authors: Robert T. Grauer and Maryann Barber  
2) Student Resources CD (provided with textbook)

\*\*A USB flash drive or similar removable storage device is highly recommended to back up your coursework in case of hard drive failure.

**Catalog Description:**

This course covers the fundamentals of computer literacy. Hands-on training in software application programs including word processing using Microsoft Word, spreadsheets using Microsoft Excel, and database development using Microsoft Access. Assignments include problem-solving and critical-thinking development components. Microsoft Office 2003 will be used in this course.

This course fulfills the HFCC computer literacy requirement.

**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

## **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)**

Use Microsoft Word software to:

1. Create, save, retrieve, edit, and print a document.\*
2. Create a letter and envelope.
3. Check a document for spelling and grammar usage.
4. Use the thesaurus feature to look up synonyms and antonyms.
5. Format a document using various font elements, paragraph indentations, tabs, borders and shading, and columns.
6. Access templates for creating various documents, such as letters, memorandums, and resumes.
7. Change margins, orientation, line spacing, and horizontal and vertical alignment.
8. Insert and format symbols and graphics (WordArt, ClipArt, Pictures, and AutoShapes).
9. Create bulleted, numbered, and multi-level (outlined) lists.
10. Create and format tables.

Use Microsoft Excel software to:

1. Create, save, retrieve, edit, and print a worksheet.\*
2. Format a worksheet using various font elements, shading, borders, and alignments.
3. Create formulas using relative and absolute cell references and isolating assumptions.
4. Insert a hyperlink into a worksheet.
5. Save a worksheet as a Web page; open the Web page using a browser.
6. Facilitate decision making by using various functions, such as PMT, FV, AVERAGE, MAX, MIN, COUNT, IF, and VLOOKUP or HLOOKUP.
7. Create, modify, and enhance a chart using the Chart Wizard and the Drawing toolbar to create lines, objects, and 3-D shapes.
8. Create a document integrating word processing and spreadsheet applications.

Use Microsoft Access software to:

1. Create and save a database.
2. Create a table; add, edit, and delete fields within a table; and set a primary key for a table.\*
3. Add, edit, and delete records within a table.
4. Use a form to add records within a table.
5. Apply a filter (by form or selection) to a table, and sort a table on one or more fields.
6. Create PivotTable and PivotChart views to display information.
7. Create and modify a select query; use multiple criteria within the query design grid.\*
8. 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, locally designed tests, and the use online materials and computers.

## **Course Policies:**

**Time Requirement.** Approximately six to ten hours per week of computer time is recommended for successful completion of course requirements.

**Cheating.** Cheating and plagiarism are not tolerated. Not only are cheating and plagiarism unethical behaviors, but they are selfish acts by which a student demonstrates a lack of concern for his/her classmates. A copy of HFCC's Policy on Academic Dishonesty is attached and can also be found on HFCC's web page ([www.hfcc.edu](http://www.hfcc.edu)). For this class, you are permitted to assist classmates in general discussions of computing techniques; general advice and interaction are encouraged. **You may not use or copy (by any means) another student's work (or portions of it) and represent it as your own. Such collaboration constitutes cheating.**

**Computer Systems Acceptable Use.** A copy of Henry Ford Community College's Policy on Computer Systems Acceptable Use is attached and can also be found on HFCC's web page ([www.hfcc.edu](http://www.hfcc.edu)).

**Disabilities.** In compliance with the American with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Please notify the instructor during the first week of class of any accommodations needed for this course.

**Drop.** HFCC's drop policy will be followed. If a student stops participating in this course without officially withdrawing by XXXX, a grade of E or DR will be recorded at the discretion of the instructor. Refer to the college catalog for specific details.

**Student Conduct.** As described in the "Academic Code of Conduct" in the *Student Handbook*, any acts of disruption that go beyond the normal rights of students to question and discuss with instructors the educational process relative to subject content will not be tolerated. This policy applies to all online communications as well.

**Assignments.** **You are expected to read all materials and complete all activities and assignments posted on the class web site. Discussion of the activities and assignments for the week will be posted in the weekly packets found by selecting the "Course Materials" button.**

**This is not a self-paced course. Please do not fall behind in your assignments. While I am flexible to a point, completing assignments in a timely manner is crucial to your success in this course.**

**Grading:**

| <b><u>Assignments*</u></b>     | <b><u>Points</u></b> |
|--------------------------------|----------------------|
| Online Learning Quiz           | 10                   |
| Computer Concepts/Windows Exam | 35                   |
| WORD assignments (16)          | 80                   |
| WORD Quizzes (4)               | 40                   |
| WORD Exam                      | 200                  |
| EXCEL assignments (17)         | 90                   |
| EXCEL Quizzes (4)              | 40                   |
| EXCEL Exam                     | 200                  |
| ACCESS assignments (14)        | 75                   |
| ACCESS Quizzes (3)             | 30                   |
| ACCESS Exam                    | 200                  |
| <b><u>Participation**</u></b>  | <b>150</b>           |
|                                |                      |
| <b>TOTAL POINTS</b>            | <b>1150</b>          |

**Final Grade Calculation:**

| <b><u>% of Points</u></b> | <b><u>Points Required</u></b> | <b><u>Letter Grade</u></b> |
|---------------------------|-------------------------------|----------------------------|
| 90%                       | 1000 and above                | A                          |
| 80%                       | 999 to 900                    | B                          |
| 70%                       | 899 through 800               | C                          |
| 60%                       | 799 through 700               | D                          |
|                           | Below 700                     | E                          |

**\*Each textbook assignment is worth 5 points and each quiz is worth 10 points unless otherwise noted.**

**\*\* Participating in online discussions posted to the discussion board is essential to successful online learning. Up to 10 points will be awarded weekly for completing discussion board assignments, which includes responding to the postings of your classmates.**

**COURSE SCHEDULE (Subject to Change)**

| Week | Topics  | Reading Assignments   | Hands-On Assignments (Graded Assignments are in bold text.)  | Due Date  |
|------|---|---|--|---|
| 1    | <p><b>Course Introduction / Online Learning Environments / Syllabus</b></p> <p><b>The Internet and the World Wide Web</b></p> | <p>1) Syllabus</p> <p>2) 825 – 864 (Complete the exercises in this chapter, but you DO NOT need to submit the output to your instructor.)</p> | <p>1) Log-in and explore UCompass &amp; the course web site.</p> <p>2) Explore the Student Resources CD provided with your textbook.</p> <p>3) Access and explore Prentice Hall's Companion web site. (Select the "Companion Site" button on the course web site.)</p> <p>4) Access and explore the Train &amp; Assess IT (TAIT) CD that came with your textbook.</p> <p><b>5) Post an introduction about yourself on the Course Discussion Board; include a statement about your current and/or future career (if known) and what you hope to gain from this course. Your introduction must be at least two paragraphs in length. (Select the "Discussion Board" button on the navigation bar.) (5 points)</b></p> <p>6) After completing the reading assignments, conduct a search of the World Wide Web on the topic of online learning and how it differs from learning in the traditional classroom.</p> <p><b>7) Post an essay to the course discussion board under the "Online Learning" topic about what you</b></p> | <p><b>All assignments for Week 1 must be completed by 11:30 p.m. on Monday, January 14, 2008.</b></p> |

|  |   |           |  |   |
|--|---|-----------|--|---|
|  |   |           | <p>learned in assignment #6 above. Be sure to include the URLs, or web addresses, for the information you share in your essay. Also include information about your previous online learning experiences (if any), or online learning expectations (if this is your first online course). Respond to the postings of at least two of your classmates. Your postings must be substantial; no one-line responses. (5 points)</p> <p>8) Take the self-Assessment survey on the course web site. (Select the "Survey" button on the course web site.)</p> <p>9) Complete the Online Learning Quiz. This quiz is designed as a scavenger hunt for information which can be found in the materials about online learning presented this week. Because this quiz is more of a learning tool than an assessment tool, you may take the quiz two (2) times. Only your second score will be counted toward your grade. This will allow you to review the materials associated with questions that you answer incorrectly the first time, so that you may answer them correctly the second time you take the quiz. (Select the "Quiz" button on the navigation bar.) (10 points)</p> |   |
| <b>Windows XP – Computing Concepts</b> |   |           |  |   |
| <b>2</b>                               | Getting Started with Windows XP           | 1 - 63    |  | <b>All assignments for Week 2 must be</b> |
|  | Introduction to HTML                      | 865 - 875 |  |   |
|  | Essential Computing Concepts              | 889 - 940 |  |   |
|  | Separating good data from bad data on the | Download  |  |   |

|                  |  |           |  |   |
|------------------|--|-----------|--|---|
|                  | Web  |           |  | completed<br>by <b>11:30</b><br>p.m. on<br><b>Tuesday,</b><br><b>January 22,</b><br><b>2008.</b>  |
|                  | Personal responsibility in an electronic world<br>– “Netiquette”                                       | Download  |  |   |
|                  | INTRO EXAM (35 points)   |           |  |   |
| <b>WORD 2003</b> |  |           |  |   |
| <b>3</b>         | <b>WORD Chapter 1 – What Will Word Processing Do for Me?</b>   | 73 - 111  |  | All<br>assignments<br>for Week 3<br>must be<br>completed<br>by <b>11:30</b><br>p.m. on<br><b>Monday,</b><br><b>January 28,</b><br><b>2008.</b>  |
|                  | Hands-On Exercise 1 - My First Document  | 82 - 86   |  |   |
|                  | Hands-On Exercise 2 - Modify an Existing Document  | 90 - 95   |  |   |
|                  | Hands-On Exercise 3 - Spell Check, Thesaurus, Grammar Check  | 102 - 108 |  |   |
|                  | Practice 1 – The Basics of Word Processing   | 112       |  |   |
|                  | Word CH 1 TAIT Quiz  |           |  |   |
| <b>4</b>         | <b>WORD Chapter 2 – Gaining Proficiency</b>  | 121 - 215 |  | All<br>assignments<br>for Week 4<br>must be<br>completed<br>by <b>11:30</b><br>p.m. on<br><b>Monday,</b><br><b>February 4,</b><br><b>2008.</b>  |
|                  | Hands-On Exercise 1 - Editing a Document<br><i>Skip Step 8. E-mailing will be discussed in class.</i>  | 128 - 135 |  |   |
|                  | Hands-On Exercise 2 - Character Formatting   | 142 - 148 |  |   |
|                  | Hands-On Exercise 3 - Paragraph Formatting<br><i>Print at Steps 5 and 7.</i>                           | 157 - 163 |  |   |
|                  | Practice 1 – Formatting 101  | 167       |  |   |
|                  | Practice 7 – Tracking Changes with Tab Stops   | 173       |  |   |
|                  | Word CH 2 TAIT Quiz  |           |  |   |
| <b>5</b>         | <b>WORD Chapter 3 – Enhancing a Document</b>   | 175 - 200 |  | All<br>assignments<br>for Week 5<br>must be<br>completed<br>by <b>11:30</b><br>p.m. on<br><b>Monday,</b><br><b>February</b><br><b>11, 2008.</b> |
|                  | Hands-On Exercise 1 - ClipArt and WordArt  | 181 - 187 |  |   |
|                  | Hands-On Exercise 2 - World Wide Web<br><i>Add your name as the <u>new title</u> for the Web Page.</i> | 190 - 197 |  |   |
|                  | Memorandum - Use “Memo Template” to create a memo.   | Handout   |  |   |
|                  | Letter and Envelope  | Handout   |  |   |
|                  | Word CH 3 TAIT Quiz  |           |  |   |
| <b>6</b>         | <b>WORD Chapter 4 – Advanced Features</b>  | 225 - 242 |  | All   |



|                    |   |           |  |   |
|--------------------|---|-----------|--|---|
|                    | Practice 2 – The Sports Statistician<br>Excel CH 2 TAIT Quiz                  | 379       |  | <b>Monday,<br/>March 17,<br/>2008.</b>  |
| <b>11</b>          | <b>EXCEL Chapter 3 – Graphs and Charts</b>                                    | 389 - 429 |  | <b>All<br/>assignments<br/>for Week 11<br/>must be<br/>completed<br/>by 11:30<br/>p.m. on<br/>Monday,<br/>March 24,<br/>2008.</b> |
|                    | Hands-On Exercise 1 - The Chart Wizard<br><i>Print workbook after Step 9.</i> | 401 - 409 |  |   |
|                    | Hands-On Exercise 2 – Multiple Data Series                                    | 413 - 418 |  |   |
|                    | Hands-On Exercise 3 - Object Linking and<br>Embedding                         | 420 - 426 |  |   |
|                    | Practice 1 - Theme Park Admissions  | 430       |  |   |
|                    | Excel CH 3 TAIT Quiz  |           |  |   |
| <b>12</b>          | <b>EXCEL Chapter 4 – Using Spreadsheets in<br/>Decision Making</b>            | 439 - 485 |  | <b>All<br/>assignments<br/>for Week 12<br/>must be<br/>completed<br/>by 11:30<br/>p.m. on<br/>Monday,<br/>March 31,<br/>2008.</b> |
|                    | Hands-On Exercise 1 - Basic Financial<br>Functions                            | 445 - 450 |  |   |
|                    | Hands-On Exercise 2 - Advanced Financial<br>Functions                         | 454 - 463 |  |   |
|                    | Hands-On Exercise 3 - The Expanded Grade<br>Book<br><i>(worth 10 points)</i>  | 473 - 482 |  |   |
|                    | Excel CH 4 TAIT Quiz  |           |  |   |
| <b>13</b>          | EXCEL EXAM (200 points)   |           |  | <b>Complete by<br/>11:30 p.m.<br/>on Monday,<br/>April 7,<br/>2008.</b>   |
| <b>ACCESS 2003</b> |   |           |  |   |
| <b>14</b>          | <b>ACCESS Chapter 1 – What is a Database?</b>                                 | 497 - 534 |  | <b>All<br/>assignments<br/>for Week 14<br/>must be<br/>completed<br/>by 11:30<br/>p.m. on<br/>Monday,</b>                         |
|                    | Hands-On Exercise 1 - Intro to Access   | 503 - 514 |  |   |
|                    | Hands-On Exercise 2 - Filters and Sorting                                     | 517 - 522 |  |   |
|                    | Hands-On Exercise 3 - A Look Ahead  | 525 - 531 |  |   |
|                    | Access CH 1 TAIT Quiz   |           |  |   |

|           |  |           |  |   |
|-----------|--|-----------|--|---|
|           |  |           |  | <b>April 14, 2008.</b>  |
| <b>15</b> | <b>ACCESS Chapter 2 – Tables and Forms</b>   | 545 – 560 |  | <b>All assignments for Week 15 must be completed by 11:30 p.m. on Monday, April 21, 2008.</b> |
|           | Hands-On Exercise 1 – Creating a Table<br><i>(worth 10 points)</i>   | 552 – 560 |  |   |
|           | Practice 4 – The Fishing Pole<br><i>(worth 10 points)</i>  | 590       |  |   |
|           | Access CH 2 TAIT Quiz  |           |  |   |
| <b>16</b> | <b>ACCESS Chapter 3 – Reports and Queries</b>  | 599 - 647 |  | <b>All assignments for Week 16 must be completed by 11:30 p.m. on Monday, April 28, 2008.</b> |
|           | Hands-On Exercise 1 - The Report Wizard  | 605 - 611 |  |   |
|           | Hands-On Exercise 2 - Creating a Select Query<br><i>Print Query Results in Steps 3 &amp; 4 and Report in Step 6.</i> | 617 - 622 |  |   |
|           | Hands-On Exercise 3 - Grouping Records<br><i>Stop Exercise and Print Report after Step 7. (worth 10 points)</i>      | 626 - 632 |  |   |
|           | Practice 4 – The Shopping Mall<br><i>(worth 20 points)</i>   | 651       |  |   |
|           | Access CH 3 TAIT Quiz  |           |  |   |
| <b>17</b> | ACCESS EXAM (200 points)   |           |  | <b>Complete by 11:30 p.m. on Saturday, May 3, 2008.</b>                                       |

### **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 student newspaper*