Bcis 1305 - Business Computer Applications

Course Syllabus: Online Spring 2017

"Northeast Texas Community College exists to provide responsible, exemplary learning opportunities."

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online

The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Catalog Course Description (include prerequisites): Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

Prerequisite: None

Required Textbook(s):

Microsoft Office 2016: Shelly Cashman Series: Microsoft Office 2016:Introductory

Publisher: Course Technology, Cengage Learning
ISBN Number: ISBN 9781305870017

Recommended Reading(s):
None

Student Learning Outcomes:
1. Use Word to create, edit, save, and print new and existing documents including flyers, research papers, and business letters.
2. Use Excel to create workbooks for business and personal use using spreadsheets, charts and formulas.
3. Use Access to create databases that cover business applications using tables, forms, queries and reports.
4. Use PowerPoint to create presentations, including personal and business topics using text, visual and/or sound elements.

Exemplary Educational Objectives:
Type EEO's here for core curriuclum courses. Other courses: N/A

SCANS Skills:
NA

Lectures & Discussions:
NA

Evaluation/Grading Policy:
All assignments are submitted individually, although students may work side-by-side creating the hands-on assignments, but not the tests. Grading rubrics will be created for the three hands-on tests that detail the grading criteria. Late work is accepted for up to one week past the application test day, but with a 20% late penalty, with the exception of PowerPoint assignments which cannot be submitted past the last day of class. Bonus assignments are available in Word, Excel and PowerPoint.

Tests/Exams:
Three online exams - multiple choice, one each on Word, Excel and Access
Three hands-on exams - in classroom for face-to-face classes

Assignments:
Word: 6 hands-on assignments and 3 chapter reinforcements
Excel: 6 hands-on assignments and 3 chapter reinforcements
Access: 5 hands-on assignments and 3 chapter reinforcements
PowerPoint: 6 hands-on assignments, one individual presentation, and 3 chapter reinforcements

Other Course Requirements:

USB flash drive for storing and transporting your work.

BlackBoard will be used for file submission, but you will need to keep a copy of all work in case of error or file corruption.

Microsoft Office 2016 software is needed to complete ALL homework assignments. This is free for all full-time NTCC students. An email from the director of IT will detail how to obtain the software. You cannot use earlier versions, as much of the work is unique to 2016.

Student Responsibilities/Expectations:
Students are expected to attend class (log into Blackboard and submit assignments) on a regular basis. Excessive absences (two consecutive weeks) may result in the student being dropped from class or having their grade average reduced. Attempt will be made to contact you before this happens but should an emergency arise, you need to contact your instructor by phone or email should you not be able to meet this requirement. Please see the schedule of classes for the last day to withdraw. Religious Holy Days: please refer to the current Northeast Texas Community College Student Handbook.

NTCC Academic Honesty Statement:
"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

ADA Statement:
It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

Family Educational Rights And Privacy Act (Ferpa):
The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Other Course Policies:
Late Work Policy: Late work will be accepted for some assignments, with a 20% penalty. This is clearly identified in Blackboard. Assessments and the online and hands-on exam cannot be submitted late.

Examination Policy: Three announced examinations will be given. No make-up exams will be allowed. To study for the online assessments, you may take the practice exams posted on BlackBoard and/or review the Learn It Online exercises.

Each exam will have a hands-on component which will ask you to demonstrate your proficiency with the application just completed. These exams must be completed in class. I will not accept hands-on exams submitted in Blackboard if the exam is not completed in class. PowerPoint will not have a standard exam; instead the student will create an original presentation.

Appeals Policy: To appeal a grade, send an e-mail to your instructor's e-mail address within two days of receiving the grade. Overdue appeals will not be considered.

Incomplete Policy: Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.