BCIS 1305 Business Computer Applications Online

Course Syllabus: May Minimester 2020

"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."

Instructor: Karen Andrews

Office: BT 115A
Phone: 903-434-8224 (Office)
Email: kandrews@ntcc.edu

	Monday	Tuesday	Wednesday	Thursday	Friday	Online
Office Hours						Daily

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: 3 Credit Hours.
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(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.

Evaluation/Grading Policy: All assignments are created and submitted individually, although students may work side-by-side on two different computers when creating the homework assignments, but not the tests. Please pay careful attention to the due dates. Late work will NOT be accepted.

This course adheres to the NTCC Academic Honesty and Ethics statements discussed below. In addition, if a student submits the work of anyone else they and the other person (if possible) will earn a zero grade on that assignment. If this happens a second time, the student will be dropped immediately from class with a failing grade and a note of academic dishonesty placed on their permanent NTCC record.

Tests/Exams: Syllabus and Honesty Quiz – (3 points)
Three online exams - multiple choice, one each on Word, Excel and Access (25 points each)
Three hands-on exams Word, Excel, and Access (35 points each)

Assignments:
Word: 3 hands-on assignments (10 points each) and 3 chapter reinforcements (5 points each)
Excel: 3 hands-on assignments (10 points each) and 3 chapter reinforcements (5 points each)
Access: 2 hands-on assignments(10 points each) and 2 chapter reinforcements (5 points each)
PowerPoint: 3 hands-on assignments (10 points each), 3 chapter reinforcements (5 points each), and 1 individual presentation (55 points total)

Grade Distribution	
403 - 363	A
362 - 322	B
321 - 282	C
281 - 242	D
241 - 0	F

Required Instructional Materials: Microsoft Office 365 & Office 2019: Shelly Cashman Series: Introductory

Publisher: Course Technology, Cengage Learning

ISBN Number: ISBN 9780357026434

You will not be able to pass this course without the textbook. The book is needed for nearly all of the assignments, and is required at the beginning of the course. Not having the textbook (ebook or printed version) is not a valid excuse for late work. Note that this course does not come with an eBook. Many of my students find it difficult to use an ebook in this class, as it really requires a second device to look at the book at the same time that they are creating files on another computer.

Optional Instructional Materials: None.

Minimum Technology Requirements:
- Daily high speed internet access
- Microsoft Office 365 & 2019 application programs – Word, Excel, Access, and PowerPoint

Required Computer Literacy Skills: None.

Course Structure and Overview:
This is an online class which means all instruction is done online via the learning management system BLACKBOARD.

All hands-on exams are open-book. This is not a class to fall behind in, please submit work on time. Assignments submitted a second time after they have been have graded are not accepted – in other words "no re-do's", even if the second submission is prior to the due date. It is up to the student to verify that the assignment is correctly submitted before it is graded. This is easy to do. Once the assignment is uploaded to Blackboard, go to the assignment and click the arrow to the right of each file name to open the file(s) that have been submitted. Do not rely on the image displayed in Blackboard as it is frequently either non-existent or incorrect. This also applies to submitting the wrong file. When a wrong file is submitted, the student will earn a zero grade. Checking submitted files is a good habit to form right after file(s) have been uploaded. If the student discovers a wrong file before it is graded, let the professor know. The professor will remove the student's previous submission so that it can resubmitted. If a wrong file is discovered after 8 pm on the night it is due, send a Blackboard mail message with the correct files attached. Please take note that your professor grades most days of the week. Again, if an assignment is already graded, you CANNOT resubmit it.

This class is using Microsoft Office 365 & 2019 application programs. Do not attempt to complete assignments using an earlier version of these programs, as you will have many difficulties. Also, please do not use a Google Chrome computer for these assignments. Students will receive an email during week one of this class instructing them on how to download a free version of the software.

Communications: Please ask questions when unsure about something. Students may contact the instructor via email at kandrews@ntcc.edu, cell phone (903) 951-2180 (between the hours of 7:30 a.m. and 9:00 p.m.), or office phone (903) 434-8224. When calling please leave a message with your name and course ID. If texting, students should also identify themselves in each set of text messages. Please make text messages as specific as possible. Texting "I don't understand anything about this assignment" does not provide your professor with enough to help you. Do not submit the assignment and ask questions in the comments area. The instructor's policy is to grade what is submitted, and rarely allows assignment resubmissions. The time to ask is BEFORE an assignment is submitted. If a student is repeating this class, please note that there are often assignment changes made. It is required that students re-create each assignment. Significant grade reductions will occur when a student submits a previous semester's work.

Institutional/Course Policy:
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 2019 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 2019.

Students are expected to attend (log on) 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/Ethics Statement:
NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

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 request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

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.

Course Calendar: See next page.

Tentative Course Timeline (*note* instructor reserves the right to make adjustments to this timeline at any point in the term):

Program	Assignment	Assignment or Assessment Name in Blackboard	Description	Date Due
	Syllabus Quiz	Syllabus and Honesty Quiz	Found under Start Here	5/22
WORD	Chapter 1	Word Ch1: Creating and Modifying a Flyer	Wash Your Hands Flyer	5/22
		Learn It Online - Word 2019 Chapter 1	Chapter Reinforcement	5/22
	Chapter 2	Word Ch2: Creating a Research Paper	Technology Health Concerns Paper	5/22
		Learn It Online - Word 2019 Chapter 2	Chapter Reinforcement	5/22
	Chapter 3	Word Ch3: Creating a Business Letter	Sunset State College Thomas Welcome Letter	5/22
		Learn It Online - Word 2019 Chapter 3	Chapter Reinforcement	5/22
	Word Test 1	Word Online Exam	Online Multiple Choice Assessment	5/24
		Word Hands-On Exam	Online Hands-On Exam	5/24
EXCEL	Chapter 1	Excel Chapter 1 - Creating a Worksheet and a Chart	Frangold Real Estate Budget	5/26
		Learn It Online - Excel 2019 Chapter 1	Chapter Reinforcement	5/26
	Chapter 2	Excel Chapter 2: Formulas, Functions, and Formatting	Klapore Engineering Salary Report	5/26
		Learn It Online - Excel 2019 Chapter 2	Chapter Reinforcement	5/26
	Chapter 3	Excel Ch3: Working with Large Worksheets, Charting, and What-if Analysis	Manola Department Stores Financial Projection Manola Department Stores Goal Seek	5/26
		Learn It Online - Excel 2019 Chapter 3	Chapter Reinforcement	5/26
	Excel Test 2	Excel Online Exam	Online Multiple Choice Assessment	5/28
		Excel Hands-On Exam	Online Hands-On Exam	5/28
ACCESS	Chapter 1	Access Ch1: Databases and Database Objects: An Introduction	Chapter 1 CMF Vets	5/30
		Learn it Online - Access 2019 Chapter 1	Chapter Reinforcement	5/30
	Chapter 2	Access Ch2: Querying a Database	Chapter 2 CMF Vets	5/30
		Learn it Online - Access 2019 Chapter 2	Chapter Reinforcement	5/30
	Access Test 3	Access Online Exam	Online Multiple Choice Assessment	5/31
		Access Hands-on Exam	Online Hands-On Exam	5/31
PowerPoint	Chapter 1	PowerPoint Ch1: Creating and Editing a Presentation with Pictures	Pet Hospital	6/2
		Learn It Online - PowerPoint 2019 Chapter 1	Chapter Reinforcement	6/2
	Chapter 2	PowerPoint Ch2: Enhancing a Presentation with Pictures, Shapes, and SmartArt	Energy	6/2
		Learn It Online - PowerPoint 2019 Chapter 2	Chapter Reinforcement	6/2
	Chapter 3	PowerPoint Ch3:Inserting WordArt, Charts and Tables	Sleep	6/2
		Learn It Online - PowerPoint 2019 Chapter 3	Chapter Reinforcement	6/2
	Personal Presentation	PowerPoint Personal Presentation	How-To PPT	6/5