



# **Bcis 1305 - Business Computer Applications**

**Course Syllabus: Fall 2019**

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

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| Office Hours | Monday                    | Tuesday                  | Wednesday                 | Thursday                 | Friday | Online |
|--------------|---------------------------|--------------------------|---------------------------|--------------------------|--------|--------|
|              | 11:00 a.m. -<br>1:30 p.m. | 7:30 a.m. -<br>9:30 a.m. | 11:00 a.m. -<br>1:30 p.m. | 7:30 a.m. -<br>9:30 a.m. |        |        |

*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 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.

**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 curriculum courses. Other courses: N/A

**SCANS Skills:**

NA

**Lectures & Discussions:**

NA

**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. Grading rubrics will be created for the three hands-on tests that detail the grading criteria. Bonus assignments are available in Word, Excel and PowerPoint.

Please pay careful attention to the due dates. Late work will be accepted (for only up until 7 days after the application exam date) with a 20% late penalty, for all Word, Excel and Access assignments – **WITH THE EXCEPTION OF THE ONLINE AND HANDS-ON exams.** Exams (both online and hands-on) cannot be submitted late, and all three hands-on exams must be taken during class or at a proctored testing center with instructor approval. The hands-on exams are currently available and may be taken at any time before the due date. There are extra credit assignments that collectively total up to more than one hands-on exam grade. All hands-on exams are open-book. This is not a class to fall behind in, please submit work on time.

At least two hands-on assignments (homework chapter text or lab, or hands-on exam) must be completed for each of the four applications. Failure to do this for each application will result in a 10% reduction in your grade for each application. At least one of the hands-in exams must be taken, or you will fail this class regardless of your course average.

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.

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.

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 file. The enabling student, if possible, will receive a two letter grade drop in their final class grade.

### **Tests/Exams:**

Three online exams - multiple choice, one each on Word, Excel and Access

Three hands-on exams - MUST BE TAKEN IN CLASS (unless other arrangements are made with instructor)

### **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:**

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.

### **Student Responsibilities/Expectations:**

Students are expected to attend class 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.