BCIS 1305
Course Syllabus: FALL 2017

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

Instructor: Prof. Elayna Dunn, MIS
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Office Hours	**Tuesday**	**Thursday**	**By Phone and Online**
	Before and After Class	Before and after class	M-F 10:00 AM to 8:00 PM

Instructor: Prof. Elayna Dunn, MIS
Phone: to contact Prof. Dunn, call the secretary for the Math Science Bldg., Ms. JoAnn Rodriguez, 903 434 8292.
Instructor E-mail: Students are to use the Blackboard class email. If the Blackboard interface isn't working, students may use edunn@ntcc.edu to contact Prof. Dunn but not to submit any class work.

Credit Hours: 3

The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies, due dates, etc. presented by the instructor during the course either in the classroom or by class email.

Catalog Course Description: 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: Knowledge of the keyboard

Required Textbook: Microsoft Office 365 and 2016: Introductory 180-day trial access. **Students will be required to bring their textbook to each and every class starting with the first class.**

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

Required Software: Microsoft Office 2016 (a free trial is available with a new textbook) with WORD, EXCEL, ACCESS and POWERPOINT. The campus will furnish an onlinelink to download the software (on a trial basis).

Required Reading: (FIRST THREE SECTIONS OF THE TEXTBOOK). This semester will be much easier for those who read these sections.

Required Storage Medium - Students must have a storage medium (not their own personal laptop) of the student's choice. The storage medium must be compatible with the classroom computers and the student's computer. **It will be used** for storing and transporting your work from the classroom to your own computer and back. Students must keep a backup copy of all work in case of error or file corruption**.**

No digital equipment (laptop or portable computers of any kind, cell phones, pagers, CD players, radios, etc.) may be used in class. See policy below.

NO FOOD OR DRINK ALLOWED IN THE CLASSROOM

Grades for late work will be reduced 50%.

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.

Lectures & Discussions:

Classes consist of lab time to complete some of the hands-on assignments, and limited lecture. The majority of the content of this class is learned by hands-on use of the skills explained in the text and by one-on-one assistance from the instructor.

IMPORTANT DATES

Assignments – will be found in the ASSIGNMENTS tool shown on the left of your Blackboard screen. Students will be given as much time as possible to complete the assignments in class. Students should expect to spend time outside of class to complete assigned work.

They will all have an initial due date. If students do the work correctly and in a college level manner, they will receive full credit. They will all have a closing date.

Work will be accepted after the initial due date but will be considered "late." The maximum value for late work is half. Half credit will be given only if students do the work correctly and in a college level manner. No work will be accepted after the final closing date for any reason.

Early submittals – in some cases, work may be submitted early. These submittals WILL NOT BE GRADED until (or after) the official due date.

Tests - Online multiple choice tests will be found in the ASSESSMENTS tool shown on the left of your Blackboard screen. Students will be given ample time to complete the multiple choice test.

Tests will have an initial due date only. Tests may not be taken after the initial due date for any reason. Most tests must be taken IN CLASS and won't be accepted if done outside of class. Again, pay close attention to the class calendar.

Hands On Exams – will be found in the ASSIGNMENTS tool shown on the left of your Blackboard screen. Students will be given ample time to complete the hands-on exam.

Exams will have an initial due date only. Exams may not be taken after the initial due date for any reason. Again, pay close attention to the class calendar. Hands-On Exams must be done according to instructions and in a college-level manner. Most Hands-On exams must be taken IN CLASS and won't be accepted if done outside of class.

<u>Chapter Reinforcement</u> – will be found using the ASSESSMENTS tool. Students will be given as much time as possible to complete the reinforcements. They will an initial due date. There is a closing date. Work will be accepted after the initial due date but will be considered "late." The maximum value for late work is half. Half credit will be given only if students do the work correctly and in a college level manner. No work will be accepted after the final closing date for any reason.

	GRADING	
	Points	**Approx. % of Grade**
Three Online Exams	**105**	**18**
Three Hands On Exams	**75**	**13**
Assignments	**275**	**48**
Chapter Reinforcement	**60**	**11**
PowerPoint Project	**55**	**10**
Total Possible Points	**570**	**100**

Point System: 570 total semester points; A >= 499 B >= 430 C >= 375 D >= 320

EXTRA CREDIT OPPORTUNITIES. The EXTRA CREDIT assignments are not to be used instead of the required work. Only those students who have submitted all of required work will receive a grade.

If a student has not turned in ALL of the required ASSIGNMENTS and ASSESSMENTS for a section (i.e. WORD), any EXTRA CREDIT submitted WILL NOT BE GRADED.

REQUIRED SOFTWARE - *Office **2016** software with WORD, EXCEL, **ACCESS** and POWERPOINT. Repeat, you must have the **2016** version of Office and it must contain **ACCESS.***

Contact the College Store for information about downloading a free trial copy of MICROSOFT OFFICE 2016.

ASSIGNMENTS AND EXAMINATION SCHEDULE - You are expected to read each assigned project **(prior to coming to class)** before completing the assigned work. **STUDENTS WHO CHOOSE NOT TO READ THE TEXT BEFORE CLASS WILL HAVE A DIFFICULT TIME COMPLETING THE REQUIRED WORK IN THE CLASS TIME OF 1 HR. 20 MIN.**

All assignments will be submitted, using the ADD ATTACHMENTS tool, in the Blackboard interface. Plan to spend approximately eight to ten hours each week working on assignments. Students must check the class calendar every day for a listing of the activities to be completed and the due dates for each.

COURSE POLICIES

ALL CELL PHONES WILL BE TURNED OFF. DO NOT PUT THEM ON VIBRATE. THEY MUST BE OFF DURING CLASS. Taking calls during class is VERY disruptive and isn't allowed. If you have an emergency, tell the instructor at the start of class. OTHERWISE, TURN THEM OFF.

CLASS ONLINE or CLASS CANCELLATION – Class may occasionally be moved from the classroom to an online format. This does NOT mean that class is cancelled. The work required for any class moved (temporarily) to online will still have the same due dates.

CLASS CANCELLATION – in the event that class is completely cancelled (not temporarily moved to online) I might make whatever adjustments to due dates, etc. I deem necessary.

Attendance Policy:
Students are expected to attend all class meetings. The student is responsible for obtaining material distributed and/or discussed on class days when he/she was absent. 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.

There will be a 10 point deduction **for each absence.** If a student is asked to leave class for inappropriate or unacceptable behavior or for any other reason, the same penalties will apply. Students who arrive late to class are responsible for obtaining information from announcements, lectures, discussions, etc. The instructor will not go over the same material as this impedes progress.

Student Conduct
Any acts of disruption during class will not be tolerated, in accordance with the Academic Code of Conduct described in the Student Handbook. Students are expected to be respectful to their instructor and fellow classmates.

Electronic Devices In Class
Cell phones, portable computers of any type, pagers, CD players, radios, etc. are **prohibited in the classroom**. Students expecting emergency calls should discuss it with the instructor before class begins. No other calls may be taken during class. If a student takes a call, they should take their textbook, etc., leave the class, take the call but not return. Taking personal calls is disruptive and not allowed.

Students are to use only the classroom computers **for this class only**.

Software – students must have Office 2016 with WORD, EXCEL, ACCESS and POWERPOINT. The required work will be more difficult to complete using any other software. A trial version of Office 2016 is available with the purchase of a NEW copy of the required textbook from the NTCC Bookstore.

Textbook – students must use the required textbook shown at the beginning of this syllabus. No other textbook or software is allowed.

Examination Policy - Three **multiple choice online** (found in the ASSESSMENTS link) tests will be given (see late penalty policy). Three **hands-on exams (**found in the ASSIGNMENTS link) will be given in which students will be asked to demonstrate proficiency with the application. Each will have a set due date. **Tests and exams may not** be taken after the due date.

VIEWING YOUR GRADES It is the student's responsibility to check grades throughout the semester and report any grade discrepancies to your instructor. Discrepancies must be reported within **one week** of posting. Your grades will be posted to the **My Grades** link in Blackboard.

Appeals Policy - To appeal a grade, send an e-mail to your instructor using the class Blackboard email within **one week of the grade's posting**. Overdue appeals will not be considered.

NO CELL PHONES, LAPTOPS, FOOD OR DRINK ALLOWED IN THE CLASSROOM

Grades for late work will be reduced 50%.

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. A grade of Incomplete is usually at the discretion of the instruction in conjunction with members of administration.

CHEATING

Cheating Policy - Northeast Texas Community College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, and/or falsifying academic records.

All work and tests are to be the original work of the students. Do not use all or part of another student's work. Do not consult with another student on any work for this class. Under no circumstances are students to turn in work from another student in total or in part. If the instructor of this class suspects that a document or test or any other item are not the original work (in part of in total) of the student who submits it, that student and any students involved with the work in question may receive a zero. If the instructor of this class suspects that cheating, collusion or plagiarism has been committed, all students involved may receive a zero. Said students may be reported to the administration for disciplinary action. Said students may receive a zero or an F for this class.

Plagiarism is defined as the appropriation of any person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

Cheating is defined to include the following: copying from another students paper; using materials during a test not authorized by the person giving the test; collaborating with any other person during the test without permission; knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the content of test not yet administered; substituting for another student or permitting any other person to substitute for oneself; copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is defined as the unauthorized collaboration with any person in preparing work offered for credit. Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

1. Represent the work of others as their own.

2. Use or obtain unauthorized assistance in any academic work.

3. Give unauthorized assistance to other students.

4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.

5. Misrepresent the content of submitted work.

The penalty for violating the honor code is severe. Any student violating the honor code is subject to receive a failing grade for the course and will be reported to the Administration. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation. Each person must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments. Such collaboration constitutes cheating. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own.

RESOURCES – there are computer labs in most of the buildings on campus that are for the use of students during normal campus hours. There are also computers in the Learning Resource Center for student use. The hours of operation for the LRC will need to be verified by calling the librarian or Director of the LRC. FYI - the LRC and/or computer labs might require a fee or card to print.

No Cell phones, pagers, CD players, radios, and similar may be used in class. See policy above. NO FOOD OR DRINKS ARE ALLOWED IN THE CLASSROOM.

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 John Coleman, Academic Advisor/Coordinator of Special Populations located in the College Connection. He can be reached at 903-434-8104. For more information and to obtain a copy of the Request for Accommodations, please refer to the NTCC website - Special Populations.

COURSE LEARNING OBJECTIVES After completing this course, each student will be able to...

1. Use appropriate techniques when interacting with Microsoft Windows: a. Boot the computer and shut down Windows b. Use the mouse to point, click, double-click, right-click, drag, right-drag, and scroll c. Use the keyboard to enter data and commands d. Open and close programs and windows e. Maximize, minimize, restore, move, and resize windows f. Use Windows Explorer to view, select, copy, delete, and rename files and folders g. Use online help 2. Use Word to produce simple documents: a. Create, edit, save, and print new and existing documents b. Enter text and blank lines, using wordwrap and autocorrect c. Enter a bulleted list of items, and create hanging indents and first-line indents d. Delete and insert characters, words, and phrases, and find and replace text e. Select, bold, italicize, underline, and resize words, lines, and paragraphs f. Change the default font size and margin settings g Change the line spacing and horizontal alignment of paragraphs h. Display nonprinting characters, and change the zoom percentage i. Undo and redo actions j. Spell check documents, use the thesaurus k. Add manual page breaks l. Browse through a document by scrolling, and by page m. Create headers, footers, and footnotes n. Insert a table, enter data into a table, and autoformat a table o. Sort paragraphs p. Insert and use hyperlinks q, Download pictures from the Web r. Insert pictures into documents, and resize pictures 3. Use Excel to produce simple workbooks: a. Create, edit, save, and print new and existing workbooks b. Enter numeric and text data c. Spell check workbooks d. Add column and pie charts, and manipulate the appearance of charts e. Use AutoFormat f. Select, bold, underline, format, align, and resize cell contents g .Center cell contents across columns h. Change background and font colors, and add borders i. Change row heights and column widths j. Clear cell contents, and delete embedded charts k. Copy cell contents to adjacent cells using the fill handle l. Use the Sum, Average, Max, and Min functions using AutoSum,

AutoCalculate, and the Function Box m. Enter formulas using the keyboard and the mouse n. Print formulas, worksheet sections, and selected worksheets, and fit worksheets to one page o. Rearrange and rename worksheets 4. Use Access to create simple databases: a. Create, edit, save and print new and existing tables b. Create and print reports and forms using AutoForm and AutoReport c. View data in datasheet and form views d. Create, save, run, print, clear, and close queries e. Include all fields or selected fields in a query, and use compound fields f. Join tables in a query, and restrict records in a join g. Sort data in a query using single or multiple keys h. Specify criteria in a query containing comparison operators, AND, OR, wildcards, text, and numbers 5. Use PowerPoint to: a. Edit existing files b. Create new presentations.

1. C1, C5, C6, C7, C8, C13, C15, C18, C19, F1, F2, F5, F7, F9, F10, F11, F12, F13, F14, F16, F17
2. 2. C1, C5, C6, C7, C8, C13, C15, C18, C19, F1, F2, F5, F7, F9, F10, F11, F12, F13, F14, F16, F17
3. C1, C5, C6, C7, C8, C13, C15, C18, C19, F1, F2, F3, F4, F5, F7, F8, F9, F10, F11, F12, F13, F14, F16, F17
4. C1, C5, C6, C7, C8, C13, C15, C18, C19, F1, F2, F5, F7, F8, F9, F10, F11, F12, F13, F14, F16, F17
5. C1, C5, C6, C7, C8, C13, C15, C18, C19, F1, F2, F3, F4, F5, F7, F8, F9, F10, F11, F12, F13, F14, F16, F17
6. C1, C5, C6, C7, C13, C15, C18, F1, F2, F5, F7, F8, F9, F11, F12, F13, F14, F16, F17

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.

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.