



# BCIS 1305.002 Business Computer Applications – F2F

Course Syllabus: Spring 2022

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

**Instructor: Linsey Harwell**

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	Monday	Tuesday	Wednesday	Thursday	Friday
Office Hours	8:30AM-11:00AM	8:30AM-11:00AM	8:30AM-11:00AM	8:30AM-11:00AM	By appointment only

***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.

Lecture/Lab/Clinical: Three hours of class each week.

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet.

**Prerequisite(s):** Knowledge of keyboard.

### **Student Learning Outcomes:**

1. Describe the fundamentals of information technology concepts – hardware, software, security, and privacy.
2. Demonstrate proper file management techniques to manipulate electronic files and folders in local, network, and online environments.
3. Create business documents with word processing software using spelling and grammar check, format and layout, tables, citations, graphics, and mail merge.
4. Create business documents and analyze data with spreadsheet software using (1) tables, sorting, filtering, charts and graphics, pivot tables, macros; (2) statistical, financial, logical and look-up functions and formulas; and (3) add-ins.
5. Create business multimedia presentations with presentation software using templates, lists, groups, themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views.
6. Create databases and manage data with database software using tables, fields, relationships, indexes, keys, views, queries, forms, reports, and import/export functions.
7. Integrate business software applications.
8. Use web-based technologies to conduct ethical business research.
9. Use “goal seeking” and “what-if analysis” to solve problems and make adjustments/recommendations in a business environment.

**Evaluation/Grading Policy:**

All quizzes/assignments/discussions/exams are completed individually and submitted electronically through Blackboard. Each assignment is worth a set number of points. Grades will be posted within 5 days of the posted due date. 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)

**Final Grades:**

This course is set up on a point scale. You can calculate your grade at any time as all point values are listed on this syllabus. **Your final course grade will be based upon this scale only. There are NO extra credit opportunities. In addition, there are no “retakes” for any assignments or exams.** The scores that you receive on your original submissions will be what is counted toward your final grade. Please understand that I must adhere to this grading policy for all students so exceptions will not be made.

Grade Distribution	
403 - 363	A
362 - 322	B
321 - 282	C
281 - 241	D
below 240	F

**Required Instructional Materials:**

Microsoft Office 365 & Office 2019: Shelly Cashman Series: Introductory

*You will not be able to pass this course without the textbook. The book is needed for all the assignments and exams and is required at the beginning of the course. Not having the textbook 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 e-book in this class, as it really requires a second device to look at the book while they are creating files on another computer.*

**Publisher:**

Course Technology, Cengage Learning

**ISBN Number:** ISBN 9780357026434

**Optional Instructional Materials:**

None

**Minimum Technology Requirements:**

- Daily high-speed internet access

- Microsoft Office 365 & 2019 application programs – Word, Excel, Access, and PowerPoint
- Internet Browser

### Required Computer Literacy Skills:

- Basic computer usage skills
- Email skills

### Course Structure and Overview:

All courses require extensive engagement (with other students, the instructor, and the course materials) as well as timely completion of assignments. Items are due weekly, and sometimes each day of the week (see course schedule for specific due dates). Thus, keeping up with the schedule is essential to your success. Your personal schedule must allow you to keep up with the due dates for the readings and other assignments. Late work is not allowed in this course, so you must plan your schedule carefully. As this is a face-to-face course, attendance is expected.

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.

All hands-on exams require the textbook. This is not a class to fall behind in, please submit work on time. Assignments submitted a second time after they have been graded are *not* accepted – in other words “no redo’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 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 instructor know. The instructor 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 an email via your NTCC email address with the correct files attached. Please take note that your instructor 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. Additionally, the required textbook is based on the Windows version of Microsoft Office, so it is recommended that you use a computer with Microsoft Windows.** A link to instructions on how to install the required software can be found under the Start Course Here folder in Blackboard.

### Communications:

- **Email:** Please check your NTCC email EVERYDAY. Email is the official form of communication used here at NTCC. All emailed questions to the instructor will be responded to within 48 hours (Monday-Friday), but usually within a few hours when possible. My email address is [lharwell@ntcc.edu](mailto:lharwell@ntcc.edu).
- **Phone:** My office phone number is 903-434-8129, however, if you need immediate assistance you may call my cell phone at 903-767-0056 (please do not call or text before 8:00 AM or after 9:00 PM). I do not respond to long detailed questions via text message.
- **Announcements:** These can be found in Blackboard under the course link on your Blackboard homepage. Please make sure you are reading any announcements thoroughly when they are posted there.

Do not submit an 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.

### **Video Recording of Course Activities**

Certain portions of this course may be recorded via video conferencing software to assist students in course material review or later viewing by a student who was not able to attend the live session. The recordings will be made available only to students within the course and will cease to be available upon completion of the course. Students may not retain, reproduce, or share recordings.

### **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 365 or 2019 software is needed to complete ALL homework assignments. This is free for all full-time NTCC students. A link to instructions on how to install the required software can be found under the Start Course Here folder in Blackboard.

**You should check your NTCC email account daily. This email account will be the official form of communication for this course.** Your email address is your first initial + your last name + the last three digits of your SSN. If you do not have a social security number, use the last three digits of your birth year. Your password is your birthday in the form of mmddyyyy (Ex: May 8, 1992 would be 05081992). Once you are logged in to the MyEagle portal, you can access your email by clicking on the Gmail icon. A good suggestion is to set up your email on your phone so that you will not miss important messages about the course.

### **Late Work Policy:**

The word “assignments” refers to all work that is submitted via Blackboard or presented in class. Students are to submit assignments on or before the stated due date/time. **Late work is not accepted.**

### **Attendance Policy:**

Students are expected to attend class on a regular basis. Excessive absences (two consecutive weeks of inactivity or nonattendance) *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.

### **Withdrawal Policy/Date:**

It is your responsibility to drop a course or withdraw from the college. If you stop attending the course without withdrawing, you will still receive a grade, whether passing or failing.

### **Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to: online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

**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.

**Tentative Course Timeline:**

See next page

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

**\*\*Please see Blackboard for detailed assignment instructions\*\***

Program	Assignment	Assignment or Assessment Name in Blackboard	Description	Date Due
<b>Syllabus</b>	Syllabus Quiz	Syllabus and Honesty Quiz		1/23
<b>WORD</b>	Chapter 1	Word Ch1: Creating and Modifying a Flyer	Wash Your Hands Flyer	1/23
		Learn It Online - Word 2019 Chapter 1	Chapter Reinforcement	1/23
	Chapter 2	Word Ch2: Creating a Research Paper	Technology Health Concerns Paper	1/30
		Learn It Online - Word 2019 Chapter 2	Chapter Reinforcement	1/30
	Chapter 3	Word Ch3: Creating a Business Letter	Sunset State College Thomas Welcome Letter	2/6
		Learn It Online - Word 2019 Chapter 3	Chapter Reinforcement	2/6
	Word Exams	Word Online Exam	Online Multiple-Choice Assessment	2/8
Word Hands-On Exam		Online Hands-On Exam	2/10	
<b>EXCEL</b>	Chapter 1	Excel Chapter 1 - Creating a Worksheet and a Chart	Frangold Real Estate Budget	2/20
		Learn It Online - Excel 2019 Chapter 1	Chapter Reinforcement	2/20
	Chapter 2	Excel Chapter 2: Formulas, Functions, and Formatting	Klapore Engineering Salary Report	2/27
		Learn It Online - Excel 2019 Chapter 2	Chapter Reinforcement	2/27
	Chapter 3	Excel Ch3: Working with Large Worksheets, Charting, and What-if Analysis	Manola Department Stores Financial Projection Manola Department Stores Goal Seek	3/6
		Learn It Online - Excel 2019 Chapter 3	Chapter Reinforcement	3/6
	Excel Exams	Excel Online Exam	Online Multiple-Choice Assessment	3/8
Excel Hands-On Exam		Online Hands-On Exam	3/10	
<b>ACCESS</b>	Chapter 1	Access Ch1: Databases and Database Objects: An Introduction	Chapter 1 CMF Vets	3/27
		Learn it Online - Access 2019 Chapter 1	Chapter Reinforcement	3/27
	Chapter 2	Access Ch2: Querying a Database	Chapter 2 CMF Vets	4/3
		Learn it Online - Access 2019 Chapter 2	Chapter Reinforcement	4/3
	Access Exams	Access Online Exam	Online Multiple-Choice Assessment	4/5
Access Hands-on Exam		Online Hands-On Exam	4/7	
<b>PowerPoint</b>	Chapter 1	PowerPoint Ch1: Creating and Editing a Presentation with Pictures	Pet Hospital	4/17
		Learn It Online - PowerPoint 2019 Chapter 1	Chapter Reinforcement	4/17
	Chapter 2	PowerPoint Ch2: Enhancing a Presentation with Pictures, Shapes, and SmartArt	Energy	4/24
		Learn It Online - PowerPoint 2019 Chapter 2	Chapter Reinforcement	4/24
	Chapter 3	PowerPoint Ch3: Inserting WordArt, Charts and Tables	Sleep	5/1

		Learn It Online - PowerPoint 2019 Chapter 3	Chapter Reinforcement	5/1
	Personal Presentation	PowerPoint Personal Presentation	How-To PPT	5/10