

Syllabus: Business Computer Applications

Course Number: BCIS 1305

Semester & Year:

Instructor Information

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Office Hours: Posted on myTC/Jenzabar page & TOnline/Moodle page

Course Description

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.

Textbook Information

Technology for Success & Microsoft Office 365 & Office 2019: by Cable, Campbell, Ciampa, Freund, Frydenberg, Hooper, Monk, Ruffolo, Sebok & Vermatt (Shelly Cashman Series)

Bundle for Book (Loose-leaf Version) & MindTap (1 Term Printed Access Card): (ISBN 978-0-357-26006-7)

MindTap Only (1 Term Printed Access Card): (ISBN 978-0-357-11915-0)

Student Learning Outcomes for the Course

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.

These objectives will be measured by completion of:

- Office 2019 Text Module projects, MindTap/SAM Module projects and trainings for each of the selected modules in the *Microsoft Office* section of the book,
- One hands-on exam for each of the four applications using *MindTap/SAM*. These exams can be taken only one time,

- One Integrated Project using Microsoft Office,
- Completion of the online practice quizzes for the six concept modules and a written reflection paper for one of those six modules covered in the textbook, and
- Six exams, one for each of the six concept modules consisting of 25 true-false/multiple-choice questions randomly selected from a large database of questions.

Teaching Methods:

- **Lectures:** It is the student’s responsibility to read the assigned textbook module before attending class. Important material from the text and outside sources will be covered in class. A PowerPoint presentation is available for the first six modules. Students should plan to take careful notes as not all material can be found in the PowerPoint presentations or readings. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
- **Application (Word, Excel, Access, PowerPoint) Text Module Project and MindTap/SAM Module Project Assignments:** Application Text Module projects are normally completed in class with instructor supervision. A MindTap/SAM Module project follows most Module projects. MindTap/SAM projects are normally completed without instructor supervision. MindTap/SAM online training is provided for each module.
- **Exams:** Ten exams will be given. Six concept module exams of 25 questions each will be closed book/notes and will test assigned readings and material discussed in class. Four Office exams will be “hands-on.” You will carry out tasks in an MS Office environment. For each question (task), you will execute the necessary steps to fulfill the requested task as if you were doing one of the application assignments. These exams measure your ability to carry out the tasks you learned in the Module projects and MindTap/SAM Module projects. The final exam, which is the last “hands-on” exam will not be comprehensive in nature. However, the instructor reserves the right to retest on material that was not appropriately comprehended.
- **Participation/Trainings:** Student participation will be graded by the level of class participation, module quiz grades, MindTap/SAM online trainings, attendance, and concepts module reflection paper.

Student Requirements for Completion of the Course and Due Dates (See Pages 3 & 9-10)

For the student’s convenience and ease of access, a table containing all exams and assignment names has been placed on the last page of this syllabus. A space for the grade of each of these tasks is also provided for the student to be able to discern his/her class average at any time. This information is also provided on myTC in the Jenzabar eLearning LMS section for this class.

Student Assessment & Grading Scale

Percentage	From	Final Grade	Average
60%	Average of 10 exams 6 - Module Exams, 4 - Hands-On Exams	A	90 - 100
30%	Average of 18 Assignments 11 - Office Text Module Projects 6 - MindTap/SAM Module Projects, & 1 - Integrated Office Project	B	80 - 89.99
10%	Attendance & Participation 6 - Concept Module Quizzes 1 – Reflection Paper 8 - Office MindTap/SAM Trainings	C	70 - 79.99
		D	60 - 69.99
		F	Below 60

Class Schedule

It is **STRONGLY** advised that Online Students **also begin working on the Word Hands-On Modules** as soon as possible and **NOT** wait until they finish the Concepts Module readings & exams.

Time is too brief and there is a LOT to complete in this class!

Date - Week of	Subject Matter & Assignments		Notes
1)	Read Welcome, Getting Started & Syllabus in TOnline/Moodle & Email Professor with Phone # Start studying for Module 1 Exam & Word 1 next week.		<i>See page 9 & 10 for an overview.</i>
2)	Module 1 Exam , Review, & Quiz	Word Module 1 Book Word 1 MindTap/SAM	1 st Take Deadline:
3)	Module 2 Exam , Review, & Quiz	Word Module 1 Book Word 1 MindTap/SAM	1 st Take Deadline:
4)	Module 3 Exam , Review, & Quiz	Word Module 2 Book Word 2 MindTap/SAM	1 st Take Deadline:
5)	Module 4 Exam , Review, & Quiz	Word Module 2 Book Word 2 MindTap/SAM	1 st Take Deadline:
6)	Module 5 Exam , Review, & Quiz	Word Module 3 Book	1 st Take Deadline:
7)	Module 6 Exam , Review, & Quiz	Word Module 3 Book	1 st Take Deadline:
8)	Word Module 6 MindTap/SAM	WORD Exam	Study, Practice & Trainings Word Exam Deadline
Spring Break			
9)	Excel Module 1 Book	Excel Module 2 Book	
10)	Excel 2 MindTap/SAM	Excel Module 3 Book	
11)	Excel Module 3 Book	EXCEL Exam	Excel Exam Deadline
12)	Access Module 1 Book	Access Module 2 Book Access 2 MindTap/SAM	
13)	Access Module 2 Book Access 2 MindTap/SAM	ACCESS Exam	Access Exam Deadline
14)	PowerPoint Module 1 Book	Integrated MS Office Project	
15)	PowerPoint Module 2 Book PowerPoint 2, MindTap/SAM	PowerPoint Module 3 Book	
16)	PowerPoint Exam Deadline Module Exam (1-6) 2nd Take Deadline		Schedule is subject to change as deemed necessary by the instructor.

Reflection Papers – Only one is required. Refer to page 4 under Participation.

*All **MindTap/SAM Trainings** are due **BEFORE** working on the related Module. These include Word Module 1, 2, 3, 6, Excel Module 1, Access Module 1 & 2, and PowerPoint Module 1.

ALL EXAMS may be taken BEFORE the Deadline date.

Username and Passwords (On-Campus Computers, for myTC/Jenzabar & TOnline/Moodle)

Use your myTC Username and Password to access TC computers (ie...b.jones5555).

Your email is your myTC username followed by @texarkanacollege.edu (ie...b.jones5555@texarkanacollege.edu).

The MindTap/SAM (along with a purchased access code) will provide the environment for your Word, Excel, Access, and PowerPoint exams. MindTap/SAM has training for each of the Module projects. It will also provide your beginning files and grade your Text Module and MindTap/SAM projects.

When logged on to TC's network **on campus**, you will have a My Documents folder to store your files. An INBOX in your My Documents will have auto-created folders for each of your classes and instructors. Those folders may be used by the instructors to deliver content.

On the computer that you will be using for this class; you should create a BCIS folder to store all your work for this class. Inside of the BCIS folder you could also create folders named Word, Excel, Access, and PowerPoint. This is a good way to keep your work organized and easy to locate.

Participation & Trainings

The participation/trainings portion of your course grade will be determined by your attendance (yes, even online!), quizzes, participation (such as completing assignments and exams on time), and completion of a **Reflection Paper on one (1) of the 6 Concepts Modules** (1, 2, 3, 4, 5, and 6). Papers should be at least one page, double spaced and 12-point font size with standard margins. Spelling and grammatical errors should be corrected. You should write about what you have learned in one (1) of the modules of your choice and how you can apply this new knowledge in your life. Papers will be part of the 10% of your total grade. Your lack of submission could earn you a letter grade reduction.

An extra paper can also be turned in for a 1-point bonus.

Computer Concepts Module Exams

You must take an exam for each of the six (6) Concept Modules in the front part of the textbook (1, 2, 3, 4, 5, and 6). Exam questions for each exam will be taken from the pages of the text. The questions are written to test your knowledge of the terms, definitions, and concepts presented in the book. Each Concepts Module exam will be administered using the **Jenzabar & Moodle eLearning LMS for BCIS 1305** system using the Respondus Lockdown Browser. Students are strongly encouraged to take these exams as soon as they finish reading & studying the Concepts Modules. Students will be allowed to take these exams two (2) times. Each exam is 25 true-false/multiple-choice questions randomly selected from a large database of questions. You will have 30 minutes to complete an exam.

Hats/Caps, Electronic devices (cell phones, etc.), books & other people are not allowed to be with you while taking your Exams. You must know your myTC login and password.

To Take a Concepts Module & Hands-On Exams, you Must install Respondus Lockdown Browser for any exams to be taken in Moodle.**You Must Know:**

- ✓ Your Student login and password
- ✓ The exam type & number. ie...

(Concepts Module #1, 2, 3, 4, 5 or 6)

(Hands-On Exams: Word, Excel, Access, or PowerPoint)

Office 2019 Application Exams

You must also take an exam for each of the 4 applications: Word, Excel, Access and PowerPoint. These exams are “hands-on.” You will carry out tasks in an Office 2019 environment using MindTap/SAM. For each question (task), you will execute the necessary steps to fulfill the requested task as if you were doing one of the projects. These exams measure your ability to carry out the tasks you learned in the project assignments. You may also obtain related book material from the book’s Web site at: http://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20&product isbn issn=9780357026229&token

Each application exam will be administered in the Texarkana College (TC) Testing Center using the *MindTap/SAM* system. Students are strongly encouraged to take these exams as soon as they complete the Hands-On Assignments.

You may take each of the application exams only one (1) time.

Hats/Caps, Electronic devices (cell phones, etc.), books & other people are not allowed to be with you while taking your Exams. **You must know your myTC login and password.**

Office 2019 Text Module Projects & MindTap/SAM Projects:

Module projects from the *Microsoft® Office 2019* section of the book and MindTap/SAM projects must be originated and completed using a Windows personal computer. **Project Assignments must be your original work (started, completed, and corrected by only you) or it will be considered cheating.** Your cheating will cause **everyone involved** to be dropped from the course with an F as the final course grade.

Textbook Module projects are normally completed first and then usually followed by a MindTap/SAM project may follow each Text Module project but not for all modules. All Office Module projects are graded online. The instructor will grade the Integrated project which you will download, complete and attach to an email to your instructor. All Hands-on Office Module projects will be checked for accuracy of detail and for compliance with project instructions. All students should check **all** assignments with the textbook and MindTap/SAM instructions. Correct **all** errors before submitting for a grade. **If it does not look like the sample in the book or MindTap/SAM instructions, do not submit the assignment in for a grade.**

Text Module Project and MindTap/SAM Project Assignment “Redos”

Office Module Assignments unsatisfactorily completed will be listed in the MindTap/SAM report with errors/corrections indicated. If your project assignment has errors, then you must make the necessary corrections on your original file and resubmit it to receive another grade. All Office Module Assignments are graded online. Students may make corrections and upload the Office Module Assignments to be graded online. These Assignments may be resubmitted up to **five (5) times** in order to earn a grade of 100. **If any student needs more tries, just email your instructor and you will be given four (4) more chances.**

See schedule for Text Module and MindTap/SAM Assignments on page 3.

Testing Center Hours

Monday – Thursday..... 8:00 am – 6:00 pm (no exam started after 6:00 pm)
Friday..... 8:00 am – 4:00 pm..... (no exam started after 3:00 pm)
Sunday..... 2:00 pm – 6:00 pm..... (no exam started after 5:00 pm)

Non-TC students or children are not allowed in the Testing Center unless they are taking a proctored exam. **Hats and caps are not allowed. Electronic devices (cell phones, etc.) are not allowed.** The Testing Center is under camera and audio surveillance.

**The Texarkana College
Testing Center
WILL NOT
be Available for this Class
this Semester**

Computer Lab - Available for ALL Students (even online)

A computer lab is available for all students. The Computer Lab is located in the Business & Computer Technology Building. If not part of a CTIS course assignment, students are not allowed to download programs, play games, surf the internet, or any other non-related computer usage. **The Computer Lab WILL NOT be Available this Semester** The Computer Lab is not open on weekends and college holidays/breaks. The lab hours are:

Monday - Thursday 8:00 am - 8:00 pm
Friday 8:00 am - 12:00 pm

Absentee Policy

Your attendance and participation are required for successful completion of the course. You may be dropped from the course without notice after a total of two weeks of class absences. This means that you must complete assignments & exams during each week. You will be marked as “Absent” any week that you do not submit an assignment or exam.

Weeks begin on Monday and end on Sunday.

Any student who officially withdraws from the course before the drop date and before the instructor has dropped the student from the course will receive a grade of "W" unless instructor drops the student with an “F” for cheating.

Any student that just stops attending class and chooses to make an F, the last date they attended will be listed on the final grade sheet and they will most likely have to pay back money received from grants or scholarships.

Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and exams.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of “F” in the class. The instructor will submit the last date of attendance for students receiving a grade of “F” or “W”.

Withdrawal from a course(s) may affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short- and long-term consequences of a withdrawal.

Excused Absences

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor's syllabus.

**Students interested in Health Occupations should check with the division chair prior to entering the program.*

Make-up Policy

The student is responsible for work missed because of illness, school business, religious holidays, military service, or other circumstances and must make arrangements with their instructor prior to their absences. No incomplete grades will be given for failure to attend and participate. If you must quit, you should initiate an official withdrawal in the Admissions Office prior to the last date to drop courses.

Class Assignments and Labs must be turned in on time. Given extreme circumstances, you may be allowed to turn in an assignment slightly late with your instructor's permission.

Academic Integrity Statement

Scholastic dishonesty, involving but not limited to cheating on an exam, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses.

Cheating will not be tolerated. The instructor will drop any student involved in cheating from the course with a grade of "F." All assignments must represent the student's own work. A student may discuss assignments with other students to gain a better understanding of the problem. However, copying projects or assignments, in whole or in part, from ANY source, without explicit instructor direction, is considered plagiarism and will result in a failing grade for the course and possible college disciplinary action.

Students are required to originate, complete, and maintain their project assignment documents in the network folders assigned to them using Texarkana College computer equipment. It is expected that students will conduct themselves with integrity. If you cheat or **assist others** in cheating, you violate a trust.

Cheating includes but is not limited to the following:

- copying files or lending your storage device to another student
- copying answers on exams or glancing at nearby exams
- printing work for someone else
- turning in assignments that have been used in other classes
- purchasing or selling assignments or exam materials
- using or having your phone or mobile device out during assessments
- using another student's username and password or letting someone else use your login.

Disability Act Statement:

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blase at (903) 823-3349 or go by the Department of Disabilities Services located in the Palmer Memorial Library for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

Basic Needs Security Statement

Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in this course or ability to remain in school, is urged to contact Tonja Blase, Director of Student Retention, at 903-823-3349 for support. Furthermore, please notify the professor if you are comfortable in doing so.

Complaint Process

The complaint process can be found on the Texarkana College website.

Technical Assistance

Help Desk link from TC's main webpage: <https://www.texarkanacollege.edu/helpdesk>
Phone: 903-823-3030
Email: helpdesk@texarkanacollege.edu

Financial Aid:

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

Student Requirements for Completion of the Course				
Exams	1st Take Deadline	Notes: Quizzes may be taken anywhere (The Password for all Quizzes is: quiz) Password for ALL Exams will be Announced by your Professor	Grade	Score
Module 1 Exam		Quiz (5 questions) & Exam (Pages: CC1 1-19)		Add the grades of all exams, take that total and divide by 10 to obtain the Average: _____
Module 2 Exam		Quiz (5 questions) & Exam (Pages: CC2 1-25)		
Module 3 Exam		Quiz (5 questions) & Exam (Pages: CC3 1-28)		
Module 4 Exam		Quiz (5 questions) & Exam (Pages: CC4 1-21)		
Module 5 Exam		Quiz (5 questions) & Exam (Pages: CC5 1-34)		
Module 6 Exam		Quiz (5 questions) & Exam (Pages: CC6 1-26)		
Deadline for 2nd Takes for Module Exams must be taken by Last Day of Semester. Hands-On Exams (Word, Excel, Access & PowerPoint) can only be taken 1 time.				Compute Exam Score by multiplying average by 65% = _____
Word Exam		6 Projects & 4 MindTap/SAM Trainings		
Excel Exam		4 Projects & 1 MindTap/SAM Trainings		
Access Exam		2 Projects & 2 MindTap/SAM Trainings		
PowerPoint Exam		4 Projects & 1 MindTap/SAM Trainings		

Student Requirements for Completion of the Course

Download starter files from MindTap/SAM and submit completed files for grading in MindTap/SAM for all Word, Excel, Access, and PowerPoint Module projects in the book and MindTap/SAM Module projects.

Assignments	Instructions	Assignment/Project File Names & Names		
Textbook Word Module 1	WD1 1-77	SC_WD_1_WashHandsFlyerFormatted_StudentName.docx Wash Hands Flyer		Add the grades of all projects, then take that total and divide by 18 to obtain the Average: ____
MindTap/SAM Word 1	Download	SC_WD19_1a_StudentName_2.docx Avery University		
Textbook Word Module 2	WD2 1-63	SC_WD_2_TechnologyHealthConcernsPaper_StudentName.docx Health Concerns of Using Technology		
MindTap/SAM Word 2	Download	SC_WD19_2a_StudentName_2.docx Generational Marketing		
Textbook Word Module 3	WD3 1-59	SC_WD_3_ThomasWelcomeLetter_StudentName.docx Sunset State College		
MindTap/SAM Word Module 6	Download	SC_WD19_6a_StudentName_2.docx Escalante State College		
Textbook Excel Module 1	EX1 1-65	SC_EX_1_Frangold_StudentName.xlsx Frangold Real Estate Budget		Exam Score: _____
Textbook Excel Module 2	EX2 1-49	SC_EX_2_Klapore_StudentName.xlsx Klapore Engineering Salary Report		
MindTap/SAM Excel 2	Download	SC_EX19_2a_StudentName_2.xlsx Roadrunner Online		
Textbook Excel Module 3	EX3 1-60	SC_EX_3_Manola_StudentName.xlsx Manola Department Stores, Inc.		Project Score: _____
Textbook Access Module 1	AC1 1-40	CMF_Vets_SName.accdb Access 1 Training		Participation Score: _____
Textbook Access Module 2	AC2 1-57	CMF_Vets_SName.accdb Access 2 Training		
Textbook PP Module 1	PPT1 1-68	SC_PPT_1_Pets_StudentName.pptx Pet Hospital		
Textbook PP Module 2	PPT2 1-59	SC_PPT_2_Energy_StudentName.pptx Energy		
MindTap/SAM PowerPoint 2	Download	SC_PPT19_2a_StudentName_2.pptx Focux Safeguards Training		
Textbook PP Module 3	PPT3 1-57	SC_PPT_3_Sleep_StudentName.pptx Sleep		
Integrated MS Office Projects	Download	Word/Excel/PowerPoint Professor will send files OR Download from Moodle		
Participation/Trainings - Your instructor will assign a score from 0 to 10 based on the completion of 1 Reflection Paper, 6 Concept Module Quizzes, & 8 Trainings 1 for each Office Module.				
Attendance & Participation in class will also be considered into this score.				

Add these 3 scores and your course grade is

Computer Requirement Policy:

Students are required to have a computer with Internet access for classes. The computer must be an actual computer – smart phones, iPads, Androids, Chromebooks, etc., are not acceptable substitutes because they lack software compatibility necessary to complete all assignments and tests. Financial costs for the necessary equipment and internet access are the responsibility of the student.

Students needing to purchase a computer may do so through the Texarkana College Bookstore. Systems purchased through the bookstore meet or exceed all requirements, are competitively priced, and may be purchased using financial aid funds. If the system is purchased through another source, it is the student's responsibility to ensure the system meets all requirements.

Computer systems requirements:

- Webcam, microphone, and speakers or headphones
- **Windows 10 computer is necessary for BCIS 1305** (A recent version of Mac OS (minimum Sierra) could be an option for other classes. Windows 10 S mode is not supported)
- Hardware capable of running Microsoft Teams (free download) and supports multi-media playback
- Support for Chrome or Microsoft Edge – Note: Firefox, Safari, or other browsers may not work on all TC applications
- Able to run Microsoft Office which will be provided free to TC students
- Adobe Reader or another PDF viewer
- Antivirus software such as Windows Defender or another 3rd party anti-virus solution
- The Respondus Lockdown browser is used for taking tests; therefore, the system must be capable of running this software. Most newer systems that meet other specifications should work.

Students should regularly backup content to prevent loss of coursework due to hardware failure. Backup copies of documents and other coursework may be placed on OneDrive cloud storage. OneDrive is included free of charge for all TC students.

A list of Internet service providers can be found on the TC website at:

<https://www.texarkanacollege.edu/coronavirus/>.

Alternate Operations during Campus Closure

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, Texarkana College may need to move to altered operations and course delivery methods. During this time, Texarkana College may opt to continue delivery of instruction through methods that include but are not limited to: online learning management system (Jenzabar or Moodle), online conferencing through TEAMS, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Texarkana College's website (www.texarkanacollege.edu) for instructions about continuing courses remotely, instructor email notifications on the method of delivery and course-specific communication, and Texarkana College email notifications for important general information.

COVID-19 Online/Virtual Environment Instructional Commitment

The ongoing Covid-19 situation will require that some course materials and instruction are provided through an online and/or virtual format. Even if all or a portion of a class was originally scheduled to meet face to face, social distancing guidelines associated with Covid-19 will limit the number of students who are able to attend face to face classes in person simultaneously. Further, circumstances associated with Covid-19 **could** cause the college to be forced to shift completely to an online and/or virtual delivery at any time during the semester. While TC faculty members are committed to providing students the option of face-to-face instruction if possible, students should be prepared to continue their classes in an online and/or virtual environment if necessary. Texarkana College is committed to maintaining engaging, high quality instruction regardless of the delivery format.