TEXARKANA COLLEGE

Syllabus: **Business Computer Applications**

Course Number: BCIS 1305

Semester & Year:

Instructor Information

Name:
Office: Business & Computer Technology Building Room
Telephone: (903) 823- E-mail:
Office Hours:

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 concepts 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 concepts 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 concepts 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
			C	70 - 79.99
10%	Attendance & Participation 6 - Concepts Module Quizzes 1 - Reflection Paper 8 - Office MindTap/SAM Trainings		D	60 - 69.99
			F	Below 60

Class Schedule
These dates & assignments are <u>tentative</u> & subject to change with the instructor's discretion.
(Graphic files and other files for assignments are located in
Documents_INBOX\BCIS1305\Data Files for Students\.....)

Date - Week of	Subject Matter & Assignments		Notes
1)	Syllabus, Logins, Textbook, MindTap/SAM, Trainings*	Module 1 Quiz, Review, & Exam (Reflection Paper*)	*See page 9 & 10 for an overview.*
2)	Module 2 Quiz, Review, & Exam (Reflection Paper*)	Module 3 Quiz, Review, & Exam (Reflection Paper*)	
3)		Module 4 Quiz, Review, & Exam (Reflection Paper*)	
4)	Module 5 Quiz, Review, & Exam (Reflection Paper*)	Module 6 Quiz, Review, & Exam (Reflection Paper*)	
5)	Word Module 1 Book Word 1 MindTap/SAM	Word Module 1 Book Word 1 MindTap/SAM	
6)	Word Module 2 Book Word 2 MindTap/SAM	Word Module 2 Book Word 2 MindTap/SAM	
7)	Word Module 3 Book	Word Module 6 Book	
8)	**WORD Exam**	Excel Module 1 Book	
9)	Excel Module 2 Book Excel 2 MindTap/SAM	Excel Module 2 Book Excel Module 3 Book	
10)	Excel Module 3 Book	More Excel	
11)	**EXCEL Exam**	Access Module 1 Book	
12)	Access Module 2 Book Access 2 MindTap/SAM	Access Module 2 Book Access 2 MindTap/SAM	*Last Day to Drop:*
13)	**ACCESS Exam**	PowerPoint Module 1 Book	
14)	PowerPoint Module 2 Book PowerPoint 2 MindTap/SAM	Integrated MS Office Project	
15)	**Thanksgiving Holidays**		
16)	PowerPoint Module 3 Book		
17)	**Finals - PowerPoint Exam** M/W class - Wed. at 8 am; T/TH - Tues. at 11 am; Tues. night class - Tues. at 6 pm		

*All **MindTap/SAM trainings** are due before the related Module is covered in class. These include Word Module 1, 2, 3, 6, Excel Module 1, Access Module 1 & 2, and PowerPoint Module 1. **Reflection Papers** are due before the class meeting that the concepts module is assigned. <u>Only one is required</u>. Refer to page 4 under Participation.

Usernames and Passwords

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 Office 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.

Your files will need to be saved in My Documents in the BCIS folder not in the INBOX. You will create folders named Word, Excel, Access, and PowerPoint in that My Documents BCIS folder. You will use these folders to store your Application Module project and SAM project Assignments.

Participation/Trainings

The participation/trainings portion of your course grade will be determined by your attendance, quizzes, MindTap/SAM trainings, participation in class (such as completing assignments and exams on time), and completion of a reflection paper on one of the 6 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 the module and how you can apply this new knowledge in your life. **Papers should be turned in at the beginning of class on the day of the Module review**. 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. **This paper should also be turned in at the beginning of class on the day of the Module review. Quizzes are taken also at this time and cannot be made up at a later time.**

Computer Concepts Module Exams

You must take an exam for each of the six concepts 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 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.

Concepts Module Exams are administered on the computer in class using the Jenzabar eLearning LMS for BCIS1305 in myTC. **Hats and caps are not allowed. Electronic devices (cell phones, etc.) are not allowed.**

To Take a Concepts Module Exam, You Must Know:

- ✓ Your Student login and password
- ✓ The exam number, which in this course is the **Concepts Module number 1-6.**

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 by your instructor **during class time in the classroom** using the *MindTap/SAM* system. The instructor will announce the exact class time the exam will be given. Students are strongly encouraged to attend class on these exam days. Should you find that you would not be able to attend on the exam day, you MUST notify the instructor in writing prior to the exam day. This will allow you to schedule a make-up exam in which you will be allowed to take the exam and receive a maximum score of 90. If you have not rescheduled prior to exam day, you will receive a score of zero. **You may take each of the application exams only one time**. **Hats and caps are not allowed. Electronic devices (cell phones, etc.) are not allowed. You must know your myTC login and password.**

Office 2019 Text Module Projects & MindTap/SAM Projects in the Classroom and Lab

Module projects from the *Microsoft® Office 2019* section of the book and MindTap/SAM projects must be originated and completed using a personal computer in a Texarkana College Computer Technology classroom or lab and must be maintained in a network folder assigned to the student. **Project Assignments must be your original work (started, completed, and corrected by <u>only</u> you) or it will be considered cheating**. Your cheating will cause <u>everyone involved</u> to be dropped from the course with an F as the final course grade.

Text Module projects are normally completed in class with instructor supervision. A Lab Assignment or a MindTap/SAM project may follow each Text Module project. MindTap/SAM Assignments are normally completed without instructor supervision. All Office Module projects are graded online. The instructor will grade the Integrated project. **Project Assignments submitted for the first time but after the due date are considered late and are not accepted for grading**. All 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 and resubmit to receive another grade. **First attempts must be turned in before or by the date it is scheduled in class or it will be recorded as a zero**. All Office Module Assignments are graded online. Students may make corrections and upload the Office Module assignments again to be graded online. **See schedule for Text Module and MindTap/SAM Assignments on page 3.**

Computer Lab

A computer lab is available for use outside of class. Lab room 12 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 is under camera surveillance and all activities on the computer are monitored.** 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 punctual attendance and your 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 (3 times tardy counts as one absence). Only currently enrolled students are allowed to attend classes and labs. 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 coming to 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. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student's responsibility to check the syllabus for each instructor's tardy policy.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and exams as a result of a student's absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

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.

Maximum Allowable Absences

After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information. Three tardies count as one absence.

A course that meets for the full 16 week semester
Class or lab meets...An instructor may withdraw student from course if absences exceed
Once a week (night or Friday classes) ....2 absences
Twice a week (MW or TR classes)..4 absences
Three times a week (MWF or TRF classes) ....6 absences
Four times a week (MTWR classes) ....8 absences

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.

Hands-On Exams (Word, Excel, Access, PowerPoint) must be made up within 1 week of the scheduled time the class takes the exam or by a date set by your instructor provided that the required notification is given to the instructor.

Academic Integrity Statement

Scholastic dishonesty, involving but not limited to cheating on a 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 <u>not</u> 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 **<u>assist others</u>** 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.**

Classroom Rules of Conduct

You are to be respectful of your instructor and fellow classmates at all times.

As a courtesy, please do not talk, type, or print while the instructor is talking to the class or when a student is asking a question which pertains to the class.

Students should make arrangements with the instructor in advance if they need to leave class before dismissal. There will be a zero tolerance policy for any behavior that is disruptive of classroom learning. This includes ANY use of vulgar language or rude behavior toward instructor or any other student in the class.

> ➢ You are to refrain from "surfing" the Web or accessing any social network sites during class, unless directed by your instructor.
> ➢ You are to turn off cell phones, pagers, and any type of audio players.
> ➢ You are to remove headphones or ear buds.
> ➢ You are encouraged to work together to solve problems; however, you must complete your own work. **Cheating will result in an F for <u>all</u> involved** in the act even if the person is in another class or previous semester.

Additional Classroom Policies

Students are not allowed to bring food or drinks into the classroom, lab, or the Testing Center. The cost of damage to computer equipment, carpet, and furniture can be significant due to a minor mishap. Students are not allowed to bring a cellular phone, pager, or other wireless communication device for use in a classroom or lab without prior written approval from the instructor.

The viewing of pornography is prohibited and will result in being dropped from class with the grade of "F", and the Dean of Students will take disciplinary action. The use of student e-mail for obscene or pornographic purposes is prohibited. Any form of harassment will result in dismissal from class with the grade of "F", and the Dean of Students will take disciplinary action. The Computer Lab is under camera surveillance.

Classroom Cell Phone Policy:

Students should turn cell phones off or at least put them on silent. **Do not conduct phone calls or text in class.** It can wait. If you must take a call or text, quietly leave the room and return when finished but not during a quiz or exam. Emergency calls for you could go through campus police department at 903-798-3330.

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				
Assignments	**Pages**	**Notes**	**Grade**	**Score**
Module 1 Exam	CC1 1-19	Quiz, Exam, Reflection Paper		Add the grades of all exams, take that total and divide by 10 to obtain the Average: _____
Module 2 Exam	CC2 1-25	Quiz, Exam, Reflection Paper		
Module 3 Exam	CC3 1-28	Quiz, Exam, Reflection Paper		
Module 4 Exam	CC4 1-21	Quiz, Exam, Reflection Paper		
Module 5 Exam	CC5 1-34	Quiz, Exam, Reflection Paper		
Module 6 Exam	CC6 1-26	Quiz, Exam, Reflection Paper		Compute Exam Score by multiplying average by 65% = _____
* Exams are given during class time for your meeting days.				
Word Exam		4 MindTap/SAM Trainings, 6 Projects		
Excel Exam		3 MindTap/SAM Trainings, 4 Projects		
Access Exam		2 MindTap/SAM Trainings, 3 Projects		
PowerPoint Exam		3 MindTap/SAM Trainings, 4 Projects		

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.				
	Instructions	**Projects**		
Textbook Word Module 1	WD1 1-77	SC_WD_1_WashHandsFlyerFormated_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		Compute Project Score by multiplying average by 30% = _____
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		
Textbook Excel Module 2	**EX2 1-49**	SC_EX_2_Klapore_StudentName.xlsx Klapore Engineering Salary Report		**Exam Score: _____**
MindTap/SAM Excel 2	Download	SC_EX19_2a_StudentName_2.xlsx Roadrunner Online		**Project Score: _____**
Textbook Excel Module 3	**EX3 1-60**	SC_EX_3_Manola_StudentName.xlsx Manola Department Stores, Inc.		**Participation/ Training Score: _____**
Textbook Access Module 1	AC1 1-40	CMF_Vets_SName.accdb		
Textbook Access Module 2	**AC2 1-57**	CMF_Vets_SName.accdb		
MindTap/SAM Access 2	Download	SC_AC19_2a_SName_2.accdb Personal Insurance, Inc.		
Textbook PP Module 1	**PPT1 1-68**	SC_PPT_1_Pets_StudentName.pptx Pet Hospital		**Add these 3 scores and your course grade is**
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 Excel/PowerPoint		
Participation/Trainings - Your instructor will assign a score from **0 to 10** based on the average of the Concept Module reflection paper, six Concept Module quizzes taken in class, and eight MindTap/SAM trainings for each Office Module. Attendance and participation in class will also be considered into this score.				