	BCPT119N **Software Applications** **Term and Year** **Section**
Department	**Business Studies Department**
Instructor	**Kathrene M. Byrne**
NCC Email	**kbyrne@ccsnh.edu** • **Email response time:** within 24 hours Monday-Saturday • I will only accept e-mail from student's Nashua Community College e-mail account
Class Days/Meeting Time	**Wednesday, Room 170 6 pm-9:35 pm** • Students will be notified via NCC Alerts and local news outlets for any weather related cancellations. • If class is canceled for any reason, check Blackboard for the assignment due next class.

Rationale

Software Applications provides students with basic to intermediate skills in four software applications commonly used in the business world.

Course Description

Students will learn basic to intermediate applications of end-user productivity software, this includes word processing, spreadsheet, presentation and relational database software. (Microsoft Office Windows platform based course)

Required Textbook(s)
• Shelly, Gary B. and Misty E. Vermaat. Microsoft Office 2016, Introductory. Course Technology ISBN:1305870018

Supplemental Materials
• Flash drive

Course Competencies

Competence (Knowledge and Skills) Students will be able to:	Critical Thinking Skills:
1. Produce a professional word processing document.	Knowledge, Comprehension, Application
2. Produce a professional spreadsheet document using appropriate referencing, formulas and functions.	Knowledge, Comprehension, Application
3. Produce a professional presentation integrating pictures, shapes, audio and video.	Knowledge, Comprehension, Application
4. Produce a relational database when given the structure, data and list of queries, reports and forms.	Knowledge, Comprehension, Application

Essential Questions

- What word processing skills are necessary to produce a professional looking document?
- How do I create a spreadsheet that utilizes functions and formulas?
- How are customized charts created from spreadsheets?
- How do I create a professional presentation?
- What is a relational database, and how do I create queries and reports to access data from it?

Course Expectations

The competencies listed above will be achieved through lecture, hands-on application and discussion. This course will stress concepts to the learner through *real* examples.

Classroom
- Attendance is required. Students must check Blackboard and are responsible for all lecture material and assignments during absence.
- <u>Chronic tardiness is unacceptable</u>. Additional time <u>will not</u> be given to tardy students for in class assignments, quizzes, or exams.

Lab
- No Food or Drink allowed.
- During class time your computer workstation is to be used for class work. Using your workstation to play games, check Facebook or view webpages during lecture and/or lab time is not permitted.
- You are responsible for your flash drives. Remember to check for them before you leave. Consider creating a file on your flash drive with your contact info so if found you can be notified.

Cell Phone Use
- Use of cellular phones (texting, phone calls etc.) is not permitted. **Students will be asked to leave class if phone use is an issue**.
- Cell phones must be put away and off the desk during quizzes, exams, in-class assignments and the final.

Assignments
- Assignments not submitted within the one-week period will be assigned a grade of <u>zero</u>.
- Late assignments will be accepted within one week after the due date with a penalty assessment of 20%. There will be a folder to submit late work.
- Assignments are submitted through Blackboard, emailed assignments are not accepted.

Blackboard

- Students must check Blackboard frequently for announcements.

• Grading

Your grade for this course is based on Modules, Homework Labs, Exams/Quizzes, and a Final Capstone Project.

Lab Assignments and In-Class Assignments...40%
Quizzes and Exams (Written, Application based, Presentation) 40%
Final Capstone Project...20%

Department Policies

The department recognizes that all students can learn and succeed. To learn the essentials needed for successful outcomes in the programs of study here at the College, and later in the workplace, students will be encouraged to ask questions and to take risks. The learning climate will incorporate high expectations for all students.

<u>ATTENDANCE POLICY</u>:
1. Attendance is required in all courses**.**
2. If a student is absent more than the number of <u>hours</u> the course meets during a <u>two-week</u> period, the instructor may follow the college A/F policy and recommend that the student be administratively withdrawn from the class**.**

<u>CLASSWORK POLICY</u>:
Each student is responsible for all assignments and classwork. It is expected that the student will be responsible as follows:

1. Announced or unannounced quizzes cannot be made up.
2. Tests may be made up **solely at the discretion of the instructor**. It is the responsibility of the student to schedule the makeup examination with the <u>faculty member within **24**</u> <u>hours after the scheduled exam date. Resulting in a 20 percent penalty.</u>

3. For students absent on a day in which an in-class assignment is given, the assignment may be made up within one week resulting in a <u>20-percent penalty</u>. No late in-class assignment will be accepted after the one-week deadline.
4. All homework assignments not submitted on the assigned due date will be accepted within one week's time resulting in a <u>20-percent penalty</u>.
5. Any assignment not submitted within one week of the due date will receive a grade of zero (0). (Assignments are considered any application, exercise, or other assigned work.)
6. In extreme cases classwork policies may be adjusted by the instructor.
(i.e.: documented covering the dates of the missing work).

EXTRA ASSISTANCE:
Students may receive extra class assistance during faculty office hours or by making an appointment with the instructor. <u>This time is not intended to make up missed class time</u>. Each instructor will clearly list when these office hours are held.

Students are encouraged to seek help as often as necessary to attain a clear understanding of the concepts involved in a course.

GRADING SCALE:
The following standards will be used for numerical averages and letter grade equivalents for work submitted in the Business Studies Department:

Numerical Grade	Letter Grade
100 - 97	A+
96 - 94	A
93 - 90	A-
89 - 87	B+
86 - 84	B
83 - 80	B-
79 - 77	C+
76 - 74	C
73 - 70	C-
69 - 67	D+
66 - 64	D
63 - 60	D-
Below 60	F

Please be aware that there is no A+ designation for the course final grade, but these grades will be used within the class to indicate superior or inferior work.

GENERAL EXPECTATIONS:

Students are expected to:

1. Attend all classes, arrive promptly and remain until dismissed.
2. Come prepared for class.
3. Have all necessary books and materials.

Available Support Services

Tutoring ,The Writing Center, Available Academic Services: The Academic Success Center | Room 100 offers academic support services which are open to all NCC students looking for additional help with their college assignments. Math tutoring and Writing assistance are available. The Writing Center is for any student seeking assistance with the writing process for any class, not just English Composition. For more information and to view the tutoring schedules view here: http://www.nashuacc.edu/student-services/academic-success-center

Classroom Accommodations: Students who have a documented disability (physical, learning, or mental health) and require reasonable classroom accommodations must meet with the Disabilities Support Coordinator to set up a NCC Reasonable Accommodation Plan (RAP). If you had an IEP or 504 in high school, you may qualify for a plan. If you would like more information or if you are not sure if you qualify for a plan, please contact Jodi Quinn, Disabilities Support Coordinator, located in The Academic Success Center (Room 100), 603-578-8900 ext. 1451. View additional information and the application here:
http://www.nashuacc.edu/student-services/academic-success-center/disability-services
 In order to receive classroom accommodations, it is the student's responsibility to meet with his/her instructor privately and provide a hard copy of the signed Reasonable Accommodation Plan (RAP) each term the student wants to utilize classroom accommodations even if the student has had that instructor in a previous term.

Audio Record Classroom Lecture: Please note that as a student in this class, you may have a classmate who by permission can audio record class lectures for his/her learning purposes. ***Only students with prior written permission*** from the instructor or the Disabilities Support Coordinator may audio record class lectures **-** *for educational purposes only*. Students who audio record class lectures are prohibited from selling, transcribing, or distributing the recordings in *any manner* and are asked to delete the recordings when it is no longer essential for their learning purposes.

Title IX Statement: Classroom instructors at Nashua Community College are encouraged to create and maintain a safe learning environment in which students feel able to share opinions and related life experiences in classroom discussions, in written work, and in meetings with professors. To the greatest extent possible, this information will be kept private. However, staff and faculty have a legal obligation to report information concerning sexual misconduct, violence and exploitation of individuals per federal statute and in compliance with established policies and procedures at Nashua Community College. If you have been subjected to sexual misconduct, violence or exploitation, we encourage you to contact your Title IX representative Lizbeth Gonzalez, 603-578-8900 x1528 or lgonzalez@ccsnh.edu for support and assistance.

Additional information including resources can be found at: New Hampshire Coalition Against Domestic and Sexual Violence: http://www.nhcadsv.org/Catchment%20map(1).pdf

College Policies

Please see your program coordinator/department chair for more information and copy established department policies here.

AF Policy: If a student misses more than the number of hours the course meets during a two-week period (e.g. six hours for a three credit course), the faculty may withdraw a student from the course with an "AF" grade. Please note that absences, tardies, and leaving class early all count towards "missed class time."

Students should also understand an AF grade can be assigned by an instructor or an administrator at any time for reasons other than poor grade performance or failure to meet attendance requirements e.g., violation of the Student Code of Conduct, disruptive behavior, etc.

Please be advised that if the behavior of any student (or students) continually disrupts the learning of his/her classmates, the following steps will be taken 1) verbal warning; 2) meeting with instructor and department chair; 3) referral to Vice President of Academic Affairs and/or removal from the course with AF grade.

An "AF" grade is calculated in the GPA as an "F". Students should refer to the student handbook for additional information about the AF policy.

Blackboard: All instructors at NCC will be using Blackboard. Blackboard is the online learning management system used by instructors and learners at Nashua Community College. Instructors may post syllabi, course related documents and grades in Blackboard. Students may be required to submit assignments and/or take assessments through Blackboard and/or participate in discussion boards.

24/7 Blackboard Support: Students and faculty seeking help can now call a toll free number, begin a Live Chat, submit a ticket or search a FAQ knowledgebase, all 24/7 by going to this site: http://ccsnh.edusupportcenter.com

To directly link to Blackboard On Demand tutorials, please visit the following link: http://ondemand.blackboard.com/students.htm

If you have forgotten your Easy Login Password information, please visit the following link: https://password.students.ccsnh.edu/

If class is ever cancelled because of instructor illness or inclement weather, students will need to check Blackboard for their assignment.

College Email System: Nashua Community College has established a College electronic mail ("email") system as a means of the College sending official information to enrolled students, and for students to send communication to their instructors and College personnel. All students registered at NCC will be assigned a College email account/address to be used as the only email address for all email communication: 1) sent to the students from their instructors and from all College personnel; and, 2) sent by the students to their instructors and to all College personnel.

In addition:
- Students should check their College email account regularly to ensure they are staying current with all official communications. Official communication includes, but is not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications and other critical and time sensitive information.
- Students should also check their college email account to be sure that they are current with all email communication from their faculty.
- The student email account/address should be the only e-mail address students use to send email to faculty and College personnel so that student email is recognized and opened.
- This service is provided exclusively to the students of NCC. Accounts are for individual use only, and are not transferable or to be used by any other individual.
- Students using their College email account do so under the policies set forth in the Student Handbook under "Student Computer Conduct Code".

Sensitive Materials Policy: During the semester, in order to cover certain academic topics, there may be occasions to view or discuss material which may not meet the student's own personal definition of appropriateness. At such times, every student has the right to decide not to participate. Every effort will be made by the instructor to notify students in advance of when such sensitive material will be used so that students can make alternative arrangements. Faculty will guide students in the identification of alternate learning opportunities consistent with relevant course objectives so that students opting out of scheduled "sensitive" learning experiences will not be penalized academically in any way. Please note the opportunity to leave the classroom discretely is always available to each student when such sensitive material is being discussed. The student then has the responsibility before the next class meeting to inform the instructor as to the reason for leaving.

Plagiarism Policy: Plagiarism is a serious violation of a student's academic integrity and the trust between a student and his or her teachers. Plagiarism is the act of a person presenting another person's work as if it were his or her own original work. Such acts of plagiarism include, but are not limited to:

1. A student submitting as his or her own work an entire essay or other assignment written by another person.
2. A student taking word for word a section or sections of another person's work without proper acknowledgment of the source and that the material is quoted.
3. A student using statistics or other such facts or insights as if these were the result of the student's efforts and thus lacking proper acknowledgment of the original source.
4. The paraphrasing of another person's unique work with no acknowledgment of the original source.
5. Copying another student's work on a quiz or test.

When a student is found to have plagiarized an academic assignment, it will be up to each instructor to determine the penalty. Depending on the severity of the incident, this could range from a warning to a loss of credit for the assignment. In all cases of plagiarism, the student's program coordinator will automatically be notified and the incident will be documented. If any further incidents of plagiarism are reported to the student's program coordinator, additional sanctions will be imposed. These may include notification of the Vice President of Academic Affairs; loss of credit for the course; suspension or dismissal from a department program; academic probation; and/or expulsion from the College.

Credit Hour Guidelines
1. A credit hour shall be the equivalent of one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for 15 or 16 weeks.
2. A credit hour shall be allocated based on the following:

Category	Contact Hours per Week	Contact Hours per Sem. (based on minimum 15 week semester)
Class	1	15
Laboratory	2 or 3	30-45
Clinical	3 to 5	45-75
Practicum, Fieldwork	3	45
Internship	3 to 6	45-90
Co-op	Variable by Dept.	Variable by Dept.

Course Calendar

Week	Topic	Targeted Competencies* See Page 2	Assignment Due
1	Module 1-Word	1	
2	Module 2-Word	1	Module 1 Word
3	Module 3-Word	1	Module 2 Word
4	Exam 1 on Word	1	Module 3 Word
5	Module 1-Excel	2	Exam on Word
6	Module 2-Excel	2	Module 1 Excel
7	Module 3-Excel	2	Module 2 Excel
8	Exam 2-on Excel	2	Module 3 Excel
9	Module 1-PowerPoint 1	3	Exam on Excel
10	Module 2-PowerPoint 2 Module 3-PowerPoint 3	3	Module 1 PowerPoint
11	Module 1-Access	4	Module 2 and 3 PowerPoint
12	Module 2-Access	4	Access 1 Module
13	Module 3-Access	4	Access 2 Module
14	Exam 3-Access	4	Access 3 Access Exam
15	Final Exam. Capstone Project-20% PowerPoint Presentation-10%	1,2,3,4

4 | Capstone Due PowerPoint Presentation Due PowerPoint will be presented to the class |

*Targeted competencies refer to the established course competencies listed above.

For ease – each competency is numbered.

This calendar is subject to change