Course Description/Overview

Description
Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business utilization of the Internet.

This course is an accelerated course designed to familiarize the student with computer concepts and problem-solving techniques. Microcomputers and widely used software are emphasized so that the student will be prepared to use the computer for later course work and to move directly into the workforce as a productive employee. Most examples in this course are business oriented, but the underlying problem-solving methodology and skills can be applied to each student’s area of study and interest.

Prerequisite Knowledge
There are no prerequisites required.

Course Technology
This course is a Web-assisted course, delivered through the Cengage - SAM learning system. See additional information under Course Textbook and Required Readings.

Class Meeting Times See schedule below

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am</td>
<td>BCIS1305-060 8:00am – 9:15am RAS 225</td>
<td>BCIS1305-060 8:00am – 9:15am RAS 225</td>
<td>Open Lab</td>
<td></td>
</tr>
<tr>
<td>9:30am</td>
<td>BCIS1305-070 9:30am – 10:45am RAS 225</td>
<td>BCIS1305-070 9:30am – 10:45am RAS 225</td>
<td>Open Lab</td>
<td></td>
</tr>
<tr>
<td>10:45am</td>
<td>Office Hours* 10:45am – 11:15am</td>
<td>Office Hours* 10:45am – 11:15am</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Exams and Projects due according to Central Time Zone.

Technical Support
The Technology Service Center (TSC) may be contacted by calling (325) 942-2911 or 1-866-942-2911 or by email at helpdesk@angelo.edu. SAM Technical Support may be contacted at 800.654.9706, (option 5 followed by option 1).

Faculty/Instructor Information
Name: Nancy Woods Hernandez, Psy.D.
Title: Adjunct – Department of Accounting, Economics, and Finance
Office: Rassman 259
Phone: (325) 942.2046
E-mail: nancy.woodshernandez@angelo.edu
Office Hours: 10:45am-11:15pm Tuesday/Thursday. You can contact the instructor through the messaging system within Blackboard or alternatively via the school email to setup an appointment.
**Course Objectives/Learning Outcomes**

**Learning Objectives**
Upon completion of this course, students will be able to:

1. Apply course material to improve thinking skills.
2. Acquire factual/practical knowledge related to business and technology.
3. Develop and present professional skills and viewpoints.

**Student Learning Outcomes**
Upon successful completion of the course, students will be able to:

1. To use accepted word processing techniques to produce a well-designed and esthetically pleasing formal document.
2. To use standard spreadsheet features to produce a representation and analysis of numerical data.
3. To create an original graphic image.
4. To locate, retrieve, and evaluate information relevant to a question.
5. To create an electronic document that discusses a single subject or conveys a message.
6. To recognize and respond to an ethical issue related to computer usage.

**Assessment Methods**
Students will be assessed on the completion of specific projects and exams administered through the SAM system as per the attached schedule. Students will be expected to complete all assignments on a timely basis. These assessment assignments are listed as follows;

**EEO1:** To use accepted word processing techniques to produce a well-designed and esthetically pleasing formal document.
**Method of Assessment:** Formative Assessment, New Perspective Word 2016 Capstone: Lab 1

**EEO2:** To use standard spreadsheet features to produce a representation and analysis of numerical data.
**Method of Assessment:** Formative Assessment, New Perspective Excel 2016 Capstone: Lab 1

**EEO3:** To create an original graphic image.
**Method of Assessment:** Formative Assessment, New Perspective Power Point 2016 Capstone: Lab 1

**EEO4:** To locate, retrieve, and evaluate information relevant to a question.
**Method of Assessment:** Formative Assessment, SAM Tasks Assignment listed in SAM Exams as “Assignment for Assessment of EEO4” and covers various topics of sorting, retrieving, querying, etc.

**EEO5:** To create an electronic document that discusses a single subject or conveys a message.
**Method of Assessment:** Formative Assessment, SAM 2016 New Perspective Word 2016 Capstone: Lab 1

**Classroom Philosophy**
Upon completion of this course:

1. The student should be able to analyze, evaluate, and make recommendations regarding business technology.
2. Problem Solving: Students will be required to not only identify problems but also generate solutions and make recommendations based on a logical and thorough analysis of the alternatives.
3. Critical Thinking: Students will be required to evaluate techniques and processes to think differently and to solve and resolve problems by using technology, making informed decisions.
4. Communication: Through written and oral analyses of cases, students will further strengthen and enhance their skills in effective communication. All projects and presentations will be prepared in professional language and format.

5. Team Work: Students will work collaboratively, demonstrating courtesy, using appropriate etiquette, in preparing and presenting presentations and cases.

Course Textbook and Required Readings

For this course, you can obtain the needed access code and books by going to the ASU Bookstore (in the University Center) or by going online to http://www bkstr com/angelostatestore/shop/textbooks-andcourse-materials and looking at your options for this course. Alternatively, you may visit the publisher’s web site for this course at http://services cengagebrain com/course/site.html?id=2324946 where you will find a discounted price for the bundled materials.

Book reference:
New Perspectives on Microsoft Office 365 & Excel 2016, w/MindTap Access
AUTHORS: Carey/Carey/Parsons/Oja/DesJardins - ©2016
ISBN13: 9780357019443
Publisher: Cengage Learning

The book can be purchased from the campus bookstore or at the following link:
http://www cengagebrain com/course/2324946

Other readings will be assigned in a timely manner as needed and will be provided to you as PDF, in MS Word format, or as a link to an online resource in Blackboard and/or SAM.

SAM: (Skills Assessment Manager) - Incorporating Common Core Standards and 21st Century Learning Skills.

Once you have purchased the required access code, you will need to setup your SAM account. To set up your SAM account, please see the directions in the tutorial that came with your SAM packet. When you set up your account in SAM, you will be asked for an institution key. The institution key for ASU is: T2129624. When you search for the course section you will look for "18.FALL.BCIS1305.Woodshernandez".

Your SAM account should be set-up well before the end of the first week so that you can ensure that everything is “working smoothly”. No accounts will be set-up in class on exam days. Be sure that you choose a user ID and password that you can easily remember.

To complete the projects, you will need to have Microsoft Office 2016 products (Word, Excel, PowerPoint, and Access) on a Microsoft Windows computer. Apple and other products with MS Office installed will not work. Exams can be done on any platform, Windows or Apple. All other readings will be assigned in a timely manner as needed and will be provided to you as PDF, in MS Word format, or as a link to an online resource.

SAM 2016 requires Adobe Flash Player. This is a free download at http://get adobe com/flashplayer/

You will need Adobe Acrobat Reader on your personal computer to access some of the documents and files on SAM 2016. (It is already installed on the computers at ASU.) If you do not already have the reader, you can download it (free) at http://www download com/Adobe-Reader/3000-2378-4-10000062.html.
**Trouble-Shooting:** While pop-up blockers are used to prevent annoying advertising messages that pop up on a computer screen during Internet surfing, some Web applications (such as SAM 2016) are incompatible with pop-up blockers and do not perform correctly until all pop-up blockers are disabled. Once you log in to your class, disable your popup blocker on SAM 2016 or set it to allow pop-ups from the SAM 2016 site.

Please note that to use SAM, you must have two things:
1. Internet Explorer 7.
2. Adobe Flash Player. This is a free download at [http://get.adobe.com/flashplayer/](http://get.adobe.com/flashplayer/)

---

**Grading Policies**

Grades are computed on a point scale and converted to percentages based on the total number of points accumulated over the course. You will have an opportunity for approximately 3200 to 3400 points, point assignments at the discretion of the instructor.

The grading scale is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89.9999%</td>
</tr>
<tr>
<td>C</td>
<td>70-79.9999%</td>
</tr>
<tr>
<td>D</td>
<td>60-69.9999%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

Except in cases of actual error, final grades are permanent.

**Cases and Projects**

Cases and projects in this class will consist of the following:

1. **In-class assignments.** Occasionally you will have the occasion to earn points on in-class exercises. These are usually mandatory exercises related to the material that was covered during the class period or new material presented in class at the time. There is no make-up work for these assignments; these points depend on your being in class and being prepared.

2. **SAM 2016 Assignments.** These projects and assignments are essentials to the learning and development of the student. There will be a project assigned with a minimum value of 2% of class grade. Each subject matter will have a comprehensive project worth 10% of your class grade and must be completed by the assigned due date. You may submit your SAM assignments up to a minimum of three times, and the highest grade will be recorded.

**Exams**

Exams will be given on a regular basis. The exams will be made available during the assigned module. There are no make-up exams unless you have a college excused absence. If you are traveling on behalf of ASU, then you must contact me, before the exam date to set up an alternative time to take the exam. If you miss an exam, that grade will be a zero when computing your final average in the class. All exams are hands-on and must be taken in class unless otherwise instructed.

To set up your SAM account, please see the directions in the tutorial that came with your SAM Access Code packet. When you set up your account in SAM, you will be asked for an institution key. The institution key for ASU is: **T2030581**. Be sure to familiarize yourself with SAM by taking advantage of the “Training” modules before your “real” exams. The trainings to do not toward a grade.
Actual exam dates will be announced. (The course schedule provided below is a tentative schedule and subject to change) Please be on time to take exams. To protect the integrity of exams and to be fair to all students, no exam may be started after the first student has completed it and left the room.

**Response Time**
Instructor will respond within 24 business hours of inquiry or sooner, students are expected to respond within the same time frame. All students are expected to check their email daily. The listed Ramport email will be the email used for all email communication.

**Missed/Late Work**
No late work (exams or assignments) will be accepted for any reason. This means that you should plan ahead to complete assignments and exams early. Do not wait until one hour before an exam or assignment is due to try and complete it. Remember Murphy’s Law: Whatever can go wrong will go wrong, and at the worst possible time. If a student procrastinates, this law usually applies.

You are responsible for all material covered and all assignments given, regardless of personal illness, family emergency, or computer system failures. Reasonable deadlines have been set to ensure that you have ample time to complete all assignments, given that you do not wait until the last minute.

Amnesty Day is a day assigned to make up (or improve) up to two assignments. This day is announced only once in a given semester and will be announced in class only. Assignments are limited to projects and will not include any mandatory attendance assignments.

**Participation/Absenteeism**
Attendance is required for all classes as stated in the University Bulletin and will be recorded. Attendance is based on the assignment completion. In order to get credit for attending class the student must complete each assigned module according to class/assigned schedule; otherwise, the absence will stand as recorded.

**Final Exam**
The Final Exam schedule follows the University Finals Schedule as posted by the ASU web site. Students who have a grade point average greater than or equal to 90% by the time of the final can opt out of the final exam. All other students are required to take the exam. The student will have the option to replace any recorded grade with the grade received on their final with the exception of mandatory attendance exams.

**Extra Credit Work**
There is no extra credit work for individuals. Extra credit opportunities for individuals discriminate against students who submit their work in good order and on time; therefore, I don’t allow extra credit assignments, unless I do so for the entire class. If you keep up with your regular work, there will be no need for extra credit work; however, I reserve the right to offer extra credit assignment to enhance the student experience.

**Course Policies**

**Academic Honesty and Integrity**
Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the university Academic Honor Code and the ASU Student Handbook.

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is contained in both print and web versions of the Student Handbook.
Academic integrity is expected. This includes, but is not limited to, any form of cheating, plagiarism, unauthorized sharing of work, or unauthorized possession of course materials. The professor assumes that all students can be trusted. Please do not violate this trust. Violation of academic integrity will result in a failing grade for the course.

As your professor, it is my intention to be as fair and impartial as is humanly possible. Therefore, all students will be asked to adhere to the same set of guidelines and rules, or unless, following ADA documented recommendations, or extenuating circumstances that have been discussed with the professor and the Student Life Office. Please make sure you inform the professor as soon as any situation arises. Do NOT wait until the problem is compounded by poor class performance, poor attendance, etc.

**Code of Ethics**

Students, faculty, administrators and professional staff of the College of Business should always:

- Be forthright and truthful in dealings with all stakeholders
- Take responsibility for one’s actions and decisions
- Serve as an example of ethical decision-making and behavior to others
- Admit errors when they occur, without trying to conceal them
- Respect the basic dignity of others by treating them as one would wish to be treated

**Courtesy and Respect**

Courtesy and Respect are essential ingredients to this course. We always respect each other’s opinions and respect their point of view while in our class sessions. The use of profanity & harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one's ethnicity, life style, race (ethnicity), religion, etc., religion, etc., violations of these rules will result in appropriate disciplinary actions.

**Accommodations for Disability**

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA), and subsequent legislation.

Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by emailing studentservices@angelo.edu, or by contacting:

Mrs. Dallas Swafford Director of Student Development Office of Student Affairs University Center, Suite 112 325-942-2047 Office 325-942-2211 FAX Dallas.Swafford@angelo.edu

**Student absence for religious holidays**

As stated in the Angelo State University Operating Policy and Procedure (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

**Course Drop**

To view information about how to drop this course or to calculate important dates relevant to dropping this course, you can visit [http://www.angelo.edu/services/registrars_office/course_drop_provisions.php](http://www.angelo.edu/services/registrars_office/course_drop_provisions.php).
Incomplete as a Course grade
As stated in the Angelo State University Operating Policy and Procedure (OP 10.11 Grading Procedures), the grade I is given when the student is unable to complete the course because of illness or personal misfortune. An I that is not removed before the end of the next long semester automatically becomes an F. A graduate student will be allowed one year to remove a grade of I before it automatically becomes an F. To graduate from ASU, a student must complete all I’s.

Grade Appeal Process
As stated in the Angelo State University Operating Policy and Procedure (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at:
http://www.angelo.edu/content/files/14196-op-1003-grade-grievance.

Norris/Vincent College of Business Code of Ethics
Students, faculty, administrators and professional staff of the College of Business should always:
• Be forthright and truthful in dealings with all stakeholders
• Take responsibility for one’s actions and decisions
• Serve as an example of ethical decision-making and behavior to others
• Admit errors when they occur, without trying to conceal them
• Respect the basic dignity of others by treating them as one would wish to be treated

Class Participation
Students are required to log in regularly in SAM to show class participation in class. The course is a three-credit course that, on campus, would require a minimum of 2.5 hours of in-class work and 3-4 hours outside of class on study and other activities each week over a 16-week semester. Students taking the course should plan to spend up to the same amount of time per week (6-7 hours) on the course.

Communication with Your Instructor and Fellow Students

All written communications in this course should be well written, using correct punctuation, capitalization, and grammar. Without proper punctuation, I have no idea where sentences begin and end. Please do not write u for "you," "i" for "I," "cuz" for "because," etc. This is a university course and correspondence should reflect that.

You may communicate with the class as a whole through online discussion forums and/or through Blackboard. These forums allow you to communicate with your fellow students and with me. I encourage you to use these tools to ask questions and to exchange ideas, resources, and comments about your course work with other students in this course.

You may communicate with me via my office phone during office hours, through ASU email or through my online office hours. I check my ASU email often during the day. I may or may not be able to check my email on the weekend or holidays or in the evenings, so you should plan accordingly.

You are highly encouraged to check your ASU email account regularly because this (in addition to Blackboard announcements) is the primary means of communication about your course.
Policy on Server Unavailability or Other Technical Difficulties
Angelo State University is committed to providing a reliable online course delivery system to all users. However, in the event of any unexpected Blackboard server outage or any ASU technical difficulty, which prevents students from completing a time sensitive activity, I will extend the due date and provide an appropriate accommodation based on the situation. The accommodations will be made as soon as the ASU IT Department confirms that there was such a problem. Students should report any problems to the instructor through their ASU email account and email elearning@angelo.edu.

SAM (Cengage) is a third-party vendor that should not have issues, they do happen. I will evaluate issues caused by Blackboard and SAM accordingly.

Note that this does not apply to individual technical problems that you may encounter on your personal computer. It is the responsibility of the student to work with a reliable computer and Internet connection and plan ahead. One of my favorite sayings is; "Lack of planning on your part, does not constitute an emergency on mine!".

Course Outline

<table>
<thead>
<tr>
<th>Week of</th>
<th>Due Date</th>
<th>Assignment</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/27/18</td>
<td>8/27/18</td>
<td>Introductions/Sign-in</td>
<td>Bonus</td>
</tr>
<tr>
<td>8/27/18</td>
<td>9/02/18</td>
<td>02. Word 1 - Project</td>
<td>100</td>
</tr>
<tr>
<td>9/03/18</td>
<td>9/09/18</td>
<td>03. Word 3 - Project</td>
<td>100</td>
</tr>
<tr>
<td>9/10/18</td>
<td>9/16/18</td>
<td>04. Word 4 - Project</td>
<td>100</td>
</tr>
<tr>
<td>9/17/18</td>
<td>9/23/18</td>
<td>05. Word Capstone - Project</td>
<td>250</td>
</tr>
<tr>
<td>9/24/18</td>
<td>9/30/18</td>
<td>06. PowerPoint Capstone - Project</td>
<td>250</td>
</tr>
<tr>
<td>10/1/18</td>
<td>10/07/18</td>
<td>07. Excel 1 - Project</td>
<td>100</td>
</tr>
<tr>
<td>10/14/18</td>
<td>10/14/18</td>
<td>08. Excel 2 - Project</td>
<td>100</td>
</tr>
<tr>
<td>10/21/18</td>
<td>10/21/18</td>
<td>09. Excel 3 - Project</td>
<td>100</td>
</tr>
<tr>
<td>10/28/18</td>
<td>10/28/18</td>
<td>10. Excel 4 - Project</td>
<td>100</td>
</tr>
<tr>
<td>11/04/18</td>
<td>11/04/18</td>
<td>11. Excel 1-4 Capstone - Project</td>
<td>250</td>
</tr>
<tr>
<td>11/11/18</td>
<td>11/11/18</td>
<td>12. Excel 5 - Project</td>
<td>100</td>
</tr>
<tr>
<td>11/18/18</td>
<td>11/18/18</td>
<td>13. Excel 7 - Project</td>
<td>100</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Points</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>11/19/18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/25/18</td>
<td>14. Excel 4-7 - Exam</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>11/25/18</td>
<td>In-Class Assignment - TBD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/16/18</td>
<td>Dead Week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/03/18</td>
<td>Final Exams*</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total points</td>
<td>3300</td>
<td></td>
</tr>
</tbody>
</table>

* replaces lowest grade in grade book

This schedule is subject to change. For the most current information, please review the Schedule within the course.