



## COURSE DESCRIPTION

To obtain a fundamental understanding of computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main 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 you with computer concepts and problem-solving techniques. Microcomputers and widely used software are emphasized so that you 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 area of study and interest.*

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## COURSE OBJECTIVES

Upon completion of this course, you will be able to...

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

## STUDENT LEARNING OUTCOMES

Upon successful completion of the course, you will be able to:

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

## How to Prepare for this Online Class.



How this class will be taught	➔	Work at your own pace with limited due dates
How students will engage	➔	Self Directed
How will we communicate	➔	Email, Bb Announcements, Virtual Office (ZOOM)
How will we assess learning	➔	Online learning assignments SAM/MindTap Exams and Training

[This class requires XL2019 or higher](#) ←Click for ASU IT support

### INSTRUCTOR INFORMATION

**Nancy Woods Hernandez, Psy.D.**

Office: Rassman 225

Virtual Office: Blackboard / Zoom

Office hours: By Appointment only. To set up an office visit via Zoom, please email the instructor for scheduling and agreed upon time.

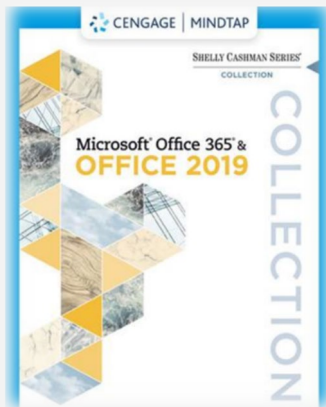
[nancy.woodshernandez@angelo.edu](mailto:nancy.woodshernandez@angelo.edu)

### CLASS MEETINGS

**Location: Online**

You are expected to complete the course materials at your convenience within scheduled deadlines. I will be available to assist through email and via Zoom as well.

### COURSE READINGS/MATERIALS



To access your course materials and explore Cengage Unlimited, **click on “Enroll in Cengage Unlimited” in the “Welcome” tab.** and create your Cengage account or log in (using an existing one). For step-by-step help on getting started, check out our helpful training video and instructions at in the Welcome tab or go to [cengage.com/start-strong](https://www.cengage.com/start-strong). Just select that you’re using **MindTap** in Blackboard.

Once you’ve registered, view this [tutorial video](#) to learn how to access the print options that come with your **MindTap** course.

**Title:** The Shelly Cashman Series Collection Microsoft Office 365 & Office 2019, 1<sup>st</sup> Edition

**Author:** Sandra Cable; Steven M. Freund; Ellen Monk; Susan L. Sebok; Joy L. Starks; Misty E. Vermaat

ISBN-10: 0-357-02622-5 or ISBN-13: 978-0-357-02622-9

**Institution Code: T2129624**

This course requires MindTap. MindTap is available for purchase on its own or through [Cengage Unlimited](#), a subscription that gives you access to all Cengage online textbooks and access codes in one place—for

1.) \$119.99 per semester, 2.) \$179.99 per year or 3.) \$239.99 for two years.

*No matter how many Cengage products you use, they are included in Cengage Unlimited at no additional cost.*

Prefer print? For select titles, you can also get a hardcopy textbook rental with your activation through Cengage Unlimited for \$7.99 + free shipping and the option to purchase a loose-leaf version of your textbook, which you can keep. Cengage Unlimited is available in the bookstore or at [cengage.com/unlimited](http://cengage.com/unlimited).



## TECHNICAL REQUIREMENTS FOR COURSE

### Course Technology

This is a Microsoft OS required course, many course activities will work on a Microsoft Office for MAC OS.

- High-speed Internet connection
- **Blackboard Learning Management System:** Access to the Blackboard Learning Management System. Login with the Blackboard username and password credentials.

You can download the **Blackboard app** from the App Store. It should be listed as **Bb, Mobile Learn**. After downloading the BB app, launch the app and when prompted, type in the name of the school (Angelo State University). You will be prompted to pay for the app and after payment you will be asked to authenticate (log in) using your University system username and password.

This course is a Web-assisted course, delivered through Blackboard and the Cengage MindTap learning system. See additional information under [Course Textbook and Required Readings](#).

*Students can get technical help [here](#).*

### ASU 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](mailto:helpdesk@angelo.edu). SAM Support may be contacted at 800.654.9706, (*option 5 followed by option 1*).

### 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, Shelly Cashman Word 2019 Capstone: Lab 1

**EEO2:** To use standard spreadsheet features to produce a representation and analysis of numerical data.

**Method of Assessment:** Formative Assessment, Shelly Cashman Excel 2019 Capstone: Lab 1

**EEO3:** To create an original graphic image.

**Method of Assessment:** Formative Assessment, Shelly Cashman Power Point 2019 Capstone: Lab

**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 2019 Shelly Cashman Word 2019 Capstone: Lab 1



## COURSE POLICIES

### Attendance & Tardiness

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.

### Academic 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.

It is the professor's 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 *UNLESS there are disabilities or documented 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.*

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.

### Late Work & Revision

No late work (exams or assignments) will be accepted for any reason. This means that students 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 is a time assigned to make up (or improve) up to two assignments. This day is listed in MindTap. Assignments are limited to projects.*

***For assignments that are not submitted at all, the student will receive a grade of 0%.***

### Instructor Response Time

Instructor will respond within 24 business hours of inquiry or sooner 95% of the time, students are expected to respond within the same time frame. All students are expected to check their email daily. The listed Rampart email will be the email used for all email communication.





## ASU eLearning Services

As part of the Information Technology Office, the eLearning Center supports the mission of Angelo State University. We are dedicated to providing support and training to enhance the professional skills of all students.

eLearning@angelo.edu  
325-486-6263  
Porter Henderson Library, 224  
<https://www.angelo.edu/services/e-learning/>

## ASU Writing Center

[The writing center](#) offers writing

## EVALUATION POLICIES

### 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 3400 points, point assignments at the discrepancy of the instructor.

The grading scale is as follows:

A 90-100%  
B 80-89.<sup>99999999</sup>%  
C 70-79.<sup>99999999</sup>%  
D 60-69.<sup>99999999</sup>%  
F Below 60%

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

tutoring to students, staff, faculty, and the wider community in any discipline, 6 days/ week. They also offer [phone tutorials](#).

## ASU Tutoring Center

The Tutoring Center offers tutoring in writing and math. For hours of operation and information about [online tutoring](#) for writing, check [their website](#).

## ASU Math Lab

The [math lab](#) offers tutoring to students at all levels.

## ASU Library

The Porter Henderson Library [virtual reference help desk](#) is available to assist students with library research and other questions.

## ASU Disability Services

Operates in the Houston Harte University Center to provide academic accommodations to

enrolled students who are identified as being eligible for these services.

If you believe you are eligible, please visit their web site [www.angelo.edu/services/disability-services/](http://www.angelo.edu/services/disability-services/) or contact a student affairs staff person on campus. You can also contact Disability Services by phone at 325-942-2047. or by e-mail ([ada@angelo.edu](mailto:ada@angelo.edu))



### Cases and Projects

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

Interactive assignments through MindTap are mandatory exercises related to the material presented in the textbook readings provided in your assignment. There is no make-up work for these assignments; these points depend on your being in class and being prepared.

MindTap assignments. These projects and Exam assignments are essentials to the learning and development of the student.

There will be a project assigned almost weekly with a minimum point value of 100.

Each subject matter will have a "Capstone" project worth a minimum of 200 points and must be completed by the assigned due date. You may submit your 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 miss an exam, that grade will be a zero when computing your final average in the class. All exams are worth 50 points unless defined otherwise in the MindTap system.



Capstone Projects and Capstone Exams are worth a minimum point value of 200

### Response Time

Instructor will respond within 24 business hours of inquiry or sooner, you are expected to respond within the same time frame. You are expected to check their email daily. The listed Rampport 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 you procrastinate, 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 is a time assigned to make up (or improve) up to two

assignments. This day is listed in MindTap. Assignments are limited to projects.

For assignments that are not submitted at all, students will receive a grade of 0%.

### 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 you must complete each assigned module according to class/assigned schedule; otherwise, the absence will stand as recorded.

### 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, the instructor reserves the right to offer extra credit assignment to enhance the student experience.

### 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% (all assignments must be completed) by the time of the final can opt out of the final exam. All other students are required to take the exam. You will have the option to replace any recorded grade with the grade received on their final except for mandatory attendance exams.

### How to check your grade:

To check your cumulative grade for all completed assignments and find comments from your instructor, click on the My Grades link in the Blackboard sidebar menu. All the assignments and their due dates are listed in MindTap. If your instructor has left comments, there will be a Comments link. Click on this link to view comments.

If the score is for an assignment, the title of the assignment is a link and by clicking this link you'll be taken to your submission, grade and comments.

## **Academic Honesty and Integrity**

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It is the professor's intention to be as fair and impartial as is humanly possible. Therefore, you will be asked to adhere to the same set of guidelines and rules UNLESS there are disabilities or documented 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.

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.

## **Courtesy and Respect**

Courtesy and Respect are essential ingredients to this course. We respect each other's opinions and respect their point of view at all times 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., violations of these rules will result in immediate dismissal from the course.

## **Accommodations for Disability**

As stated in the Angelo State University Operating Policy and Procedure (OP 10.15 Providing Accommodations for Students with Disabilities), the Student Life Office 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 contacting the Student Life Office at (325) 942-2191 or (325) 942-2126 (TDD/FAX) or by e-mail at [Student.Life@angelo.edu](mailto:Student.Life@angelo.edu) to begin the process. The Student Life Office will establish the particular documentation requirements necessary for the various types of disabilities.

## **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>.

## 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

### COVID-19 Management Strategy

While face coverings are not mandatory on campus, anyone who feels more comfortable wearing a face covering should know your decision is supported.

... Each of us has a responsibility - in living our Core Values from "Integrity" to "Commitment" - to do our part to protect the well-being of ourselves, those we serve, and those we live with on a daily basis. Given the known science, we recommend individuals do two things to maximize protection against COVID-19:

1. Wear a facial covering.  
Get a vaccination.

Ronnie D. Hawkins, Jr.  
*President, Office of the President*  
Angelo State University

Resources:

<https://www.angelo.edu/covid-19/>

## Title IX at Angelo State University

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and



stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance. This is done in order to connect students with resources and options in addressing the allegations reported. As a student, are encouraged to report any incidents of sexual misconduct directly to ASU's Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator. Students may do so by contacting:

**Director of Title IX Compliance/Title IX Coordinator**

Mayer Administration Building, Room 210

325-942-2022

michelle.boone@angelo.edu

Students may also file a report online 24/7 at [www.angelo.edu/incident-form](http://www.angelo.edu/incident-form)

If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

The Office of Title IX Compliance also provides accommodations related to pregnancy (such as communicating with your professors regarding medically necessary absences, modifications required because of pregnancy, etc.). If you are pregnant and need assistance or accommodations, please contact the Office of Title IX Compliance utilizing the information above.

For more information about Title IX in general you may visit [www.angelo.edu/title-ix](http://www.angelo.edu/title-ix).

**BCIS 1305-DF1 COURSE SCHEDULE      Spring 2022**

Posted – first week of class.

**Schedule may be modified at the discretion of the instructor.**