



**NORTHEAST IOWA
COMMUNITY COLLEGE**

Northeast Iowa Community College provides in-demand education and training focused on improving lives, driving business success and advancing community vitality.

BCA 212 81106 Intro to Comp Bus Apps

Fall 2021

Delivery Method:

- Online

Meet Days/Times/Location:

- Online; ONL

Start and End Dates:

- 8/24/2021 - 12/13/2021

Academic Department: Advanced Manufacturing, Industrial Technology and Computer Science

Instructor Information

Name: Patricia Oberbroeckling

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Office Location: T211

Office Hours: Monday & Wednesday - 1:30 to 2:30pm, Tuesday & Thursday - 9:00 to 9:55am, or by appointment

Best Method to Contact Instructor: by email

NICC email is the official means of communication, you should regularly check your email.

NICC has a commitment to respond to student communication within 24 hours on a school day, and 48 hours on non-school days.

Required Materials

Benchmark Series Microsoft Office 365

Cirrus for Benchmark Series: Microsoft Office 365/2019

ISBN: 9780763888022 (textbook & code) OR 9780763887780 (ebook & code)

Authors: Rutkosky/Roggenkamp/Rutkosky

Publisher: © Paradigm Publishing, LLC

Backup plan for submitting assignments on time if trouble with your primary computer system (hardware and software), Internet Service Provider, or publisher's website.

Microsoft Office 2019 (Professional Version) Make sure that you have Microsoft Word 2019, Excel 2019, Access 2019, and Powerpoint 2019.

(Note: It will be needed to work through the activities in the textbook and through the Cirrus activities.)

ISBN: (Note: Microsoft Access is NOT included in some of the suites sold by Microsoft.) If you need access to the Microsoft Office Suite you may find Microsoft Office by searching for Office 365 Education in My Campus on the NICC Webpage. It is free to use while you are in school at NICC.

Course Information

Course Description: This course presents an overview of application software concepts through hands-on exercises. Experience is gained by working through progressively challenging exercises using business application software. Practical use of spreadsheet, word processing, database, graphic programs, and integration is stressed.

Major Course Objective:

Students will apply knowledge of word processing, spreadsheets, databases, and presentations.

Primary Common Learning Outcome Assessed: Lifelong Learning

Educational Learning Outcomes:

- Students will create a document using a word processing application package.
- Students will edit a document using a word processing application package.

- Students will enhance a document by using features of a word processing package.
- Students will work with spreadsheet data.
- Students will produce charts from spreadsheet data.
- Students will create a database table using a software application package.
- Students will query a database using a software application package.
- Students will create forms and reports to view data from the database table.
- Students will create presentations.
- Students will integrate files from various business application software.

Grading Procedures and Scale

Grade	<i>Grading Scale by Percent of Total Points Ex. (94 - 100%)</i>	<i>Grading Scale by Points Ex. (940 - 1000+)</i>	
A	96 - 100%	2942	3065
A-	93 - 95%	2850	2912
B+	90 - 92%	2759	2820
B	87 - 89%	2667	2728
B-	84 - 86%	2575	2636
C+	80 - 83%	2452	2544
C	75 - 79%	2299	2421
C- (or P)	70 - 74%	2146	2268
D+	66 - 69%	2023	2115
D	63 - 65%	1931	1992
D-	60 - 62%	1839	1900
F (or NP)	00 - 59%	0	1808

	# of Assignments	Points/Percentage
Introduction & Quizzes	2	25
Getting Started Quiz	1	20
Word Unit	141	1005

Excel Unit	118	920
Access Unit	78	670
Powerpoint Unit	48	375
Final	1	50
Total Points possible		3065

Final: The final date and time will be announced later in the semester. Faculty members may choose to give an exam or incorporate a project/presentation as a final. If a final exam is not given, class is still held at the scheduled final exam time to complete the required goals and objectives of the course and meet the scheduled required hours.

Course Calendar

The course calendar is a guide for activities and subject to change at faculty discretion.

Week	Unit	Lesson	Assignments	Due Dates	Point Value	Common Learning Outcome
1	Introduction to Course		Syllabus Quiz	8/26/2021	15	Apply knowledge and skills to life
			Introduction	8/26/2021	10	
			Microsoft Office 365 Getting Started	8/26/2021	20	
2	Word, Unit 1 - Editing and Formatting Documents	Ch 1	Preparing a Word Document	8/30/2021	105	Apply knowledge and skills to life
		Ch 2	Formatting Characters and Paragraphs	9/2/2021	90	
			Discussion Question #1	9/3/2021	10	
3		Ch 3	Customizing Paragraphs	9/9/2021	130	Apply knowledge and skills to life
			Discussion	9/10/2021	10	

			Question #2			
4		Ch 4	Formatting Pages and Documents	9/13/2021	145	
		Unit 1	Project Assessment	9/13/2021	25	
	Word, Unit 2 – Enhancing and Customizing Documents	Ch 5	Inserting and Formatting Objects	9/16/2021	130	Apply knowledge and skills to life
			Discussion Question #3	9/17/2021	10	
5		Ch 6	Managing Documents	9/20/2021	115	
		Ch 7	Creating Tables	9/23/2021	95	Apply knowledge and skills to life
			Discussion Question #4	9/24/2021	10	
5		Ch 8	Applying and Customizing Formatting	9/27/2021	105	Apply knowledge and skills to life
		Unit 2	Project Assessment	9/27/2021	25	
	Excel, Unit 1 – Preparing and Formatting Worksheets	Ch1	Preparing an Excel Workbook	9/30/2021	105	Apply knowledge and skills to life
			Discussion Question #5	10/1/2021	10	
7		Ch 2	Inserting Formulas in a Worksheet	10/4/2021	95	
		Ch 3	Formatting a Worksheet	10/7/2021	105	Apply knowledge and skills to life
			Discussion	10/8/2021	10	

			Question #6			
3		Ch 4	Enhancing a Worksheet	10/11/2021	95	
		Unit 1	Project Assessment	10/11/2021	25	
	Excel, Unit 2 - Enhancing the Display of Workbooks	Ch 5	Moving Data within and between Workbooks	10/14/2021	95	Apply knowledge and skills to life
			Discussion Question #7	10/15/2021	10	
9		Ch 6	Maintaining Workbooks	10/18/2021	115	
		Ch 7	Creating Charts and Inserting Formulas	10/21/2021	125	Apply knowledge and skills to life
			Discussion Question #8	10/22/2021	10	
10		Ch 8	Adding Visual Interest to Workbooks	10/25/2021	95	
		Unit 2	Project Assessment	10/25/2021	25	
	Access, Unit 1 - Creating Tables and Queries	Ch 1	Managing and Creating Access Tables	10/28/2021	75	Apply knowledge and skills to life
			Discussion Question #9	10/29/2021	10	
11		Ch 2	Creating Relationships between Tables	11/1/2021	85	
		Ch 3	Performing Queries	11/4/2021	75	Apply knowledge and skills to life
			Discussion Question #10	11/5/2021	10	
12		Ch 4	Creating and	11/8/2021	75	

			Modifying Tables in Design View			
		Unit 1	Project Assessment	11/8/2021	25	
	Access, Unit 2 - Creating Forms and Reports	Ch 5	Creating Forms	11/11/2021	85	Apply knowledge and skills to life
			Discussion Question #11	11/12/2021	10	
L3		Ch 6	Creating Reports and Mailing Labels	11/15/2021	75	
		Ch 7	Modifying, Filtering, and Viewing Data	11/18/2021	55	Apply knowledge and skills to life
			Discussion Question #12	11/19/2021	10	
L4		Ch 8	Importing and Exporting Data	11/22/2021	55	
		Unit 2	Project Assessment	11/22/2021	25	
	PowerPoint, Unit 1 - Creating and Formatting Presentations	Ch 1	Preparing a PowerPoint Presentation	11/25/2021	85	Apply knowledge and skills to life
			Discussion Question #13	11/26/2021	10	
L5		Ch 2	Modifying a Presentation and Using Help and Tell Me	11/29/2021	85	Apply knowledge and skills to life
		Ch 3	Formatting Slides	12/2/2021	95	
			Discussion Question #14	12/3/2021	10	
L6		Ch 4	Inserting	12/6/2021	55	Apply

			Elements in Slides			knowledge and skills to life
		Unit 1	Project Assessment	12/6/2021	25	
			Discussion Question #15	12/10/2021	10	
	Final Exam		Embedded Assessment – Posttest Quiz	12/15/2021	50	Apply knowledge and skills to life

Student Course Feedback

Prior to course completion you will receive an email providing a link to share your feedback. You are EXPECTED to complete the feedback form for each class.

Assessment

Northeast Iowa Community College is an institution dedicated to continuous instructional improvement as part of our assessment efforts. It is necessary for us to collect and analyze course level data. Data drawn from student work for the purposes of institutional assessment will be posted in aggregate and will not identify individual students. Your continued support in our ongoing effort to provide quality instructional services at NICC is appreciated.

College Policies

Attendance/Academic Engagement

(See College Handbook for more details) Regular attendance is expected. A strong relationship exists between success in college and class attendance. Absence in class interferes with the learning process and may lead to academic failure. Students should confer with the instructor immediately following an absence. When there is advance knowledge of an absence, students should discuss this with the instructor prior to the absence.

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find,

building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

Academic Integrity

Academic integrity is the commitment to and demonstration of honesty, ethics, and taking personal responsibility for your work in an academic setting. Academic integrity includes honesty, fairness, respect and responsibility. Academic integrity requires student's work to be the product of their own thought and effort, and to ensure that the intellectual contribution of others is properly documented. Academic integrity applies to all academic activities, including, but not limited to, classwork, labs, clinical field, practicum or co-op assignments. Examples of violations of academic integrity include, but are not limited to, plagiarism, cheating, lying, falsifying data, and aiding dishonesty. Violations of academic integrity are addressed according to the [Academic Integrity Policy](#), and sanctions may include, but not be limited to, warnings (either verbal or written), grade reduction for an assignment, project or test, or a failing grade for the course. Sanctions for violations of academic integrity for a course shall be determined by the faculty member for the course. Pursuant to the Student Conduct Code, egregious or repeated violations of the academic integrity policy may result in the suspension or expulsion from a class or from the College, as determined by the College.

Class Continuation during Campus or Center Closing

Instructional continuity is critical to the College mission and to your success in this class. As such, should a campus or center close due to weather or unforeseen circumstances, please check your Brightspace class for specific instructions and expectations from your instructor due to the campus closure.

Classes will not be canceled, and students will be expected to continue to engage in this class remotely until such a time as classes can return to normal.

For notification on campus closures, please refer to the following:

<https://www.nicc.edu/about/consumer-information/emergency-response-and-procedure/>

Campus Emergencies

In the event of a campus emergency, an alarm will sound or an appropriate announcement will be made. An emergency response guide, building evacuation routes and severe weather shelter areas are posted in each room. Safety drills are held on a regular basis. For more information, visit campus emergencies in the college catalog.

Course Section Policies

Absence/Illness

Students are expected to attend every class. If at any time you are not able to attend class, please let me know as soon as possible. You will still be responsible for completing assignments on time and for reviewing any missed material from the missed class.

There will not be an extension given for missed assignment unless there is a conversation with the instructor and one has been granted.

Academic Integrity Violations

The consequences for violating the academic misconduct policy are as follows:

First offense: The student will receive a "0" for the given assignment or exam. The student will not be allowed to redo the assignment or exam. Documentation of the offense will be given to the Dean and placed in the student's academic file. Students are encouraged to speak with the instructor to discuss their actions.

Second offense: If a student commits another act of academic misconduct, the student will receive a "0" for the given assignment or exam and a final grade of "F" for the course. Documentation of the offense will be given to the Dean and placed in the student's academic file.

Late Work

Any work not submitted by the due date/time will be considered late. I will allow only one late assignment, to be submitted per semester and it must be submitted within the following seven days of the due date to be accepted and graded. After this time the assignment will not be accepted. Other late work will not be accepted without a previous discussion with the instructor and an exception granted by the instructor. No late work will be accepted after the last scheduled day of class.

Not having the required materials the first day of class is not a valid excuse for an extension on assignments. It is your responsibility to start the class on the first day with all required materials. Always allow yourself extra time to accommodate any technical difficulties you may experience. Technical difficulties do not give you an excuse to hand in late assignments. Loss of a student's storage media, assignments, equipment failure or loss of ISP will not excuse the student from completing the course requirements on time. You need to have a backup plan in place at the beginning of this class so in case your equipment fails you can still complete and submit your assignments on time.

Missing Assignments

Choosing to not complete all required assignments does not give a valid reason to request extra credit. There is NO extra credit for this class.

Any missing assignments will be given a zero.

Makeup Testing

No late or make-up exams will be given without prior arrangements made with the instructor.

Use of Technology

Cell Phone/Text Messaging Usage

No cell phone use allowed.

Laptop Use

Laptops can be used to access course materials only.

Recording

Only permitted as a pre-approved instructional accommodation.

Classroom Conduct

As a student in this course (and at this College) you are expected to maintain a high degree of professionalism, commitment to active learning and participation in this class; and also integrity in your behavior in and out of the classroom in which the rights, dignity, worth, and freedom of all members of the class are respected. Please refer to the [College Catalog](#) for detailed information on the [Student Conduct Code](#).

Additional Information

Learning Center

The NICC Learning Centers provide tutoring assistance free of charge to any student in person Monday through Friday or virtually online with our online tutoring service 24/7 with [Upswing](#). Students are encouraged to utilize the Learning Centers in Calmar, Peosta or Dubuque.

Access

Take advantage of the *ReadSpeaker Listen Button* to enhance understanding and comprehension of the materials in this and any syllabus within the content area. All of the materials posted in the content area of NICC Brightspace classrooms have a *Listen Button* to have the text highlighted and read for you. Listening to text read aloud is shown to improve reading comprehension. www.nicc.edu/readspeaker

ReadSpeaker for Brightspace by D2L



Course Copyright

All course materials students receive or to which students have online access are protected by copyright laws. Students may use course materials and make copies for their own use as needed, but unauthorized distribution and/or uploading of materials without the instructor's express written permission is strictly prohibited. Students who engage in the unauthorized distribution of copyrighted materials may be held in violation of the College's Code of Conduct, and/or liable under Federal and State laws.

Netiquette

The term "Netiquette" refers to the etiquette guidelines for electronic communications, such as e-mail and bulletin board postings. Netiquette covers not only rules to maintain civility in discussions, but also special guidelines unique to the electronic nature of forum messages.

Accommodation Policy

In accordance with the Americans with Disability Act, NICC ensures the accessibility of its programs, classes, and services to students with disabilities. For any questions or to apply for disability services please contact the Accessibility Services Office to set up an appointment, or visit the Accessibility Services website at:

<https://www.nicc.edu/academic-support/disability-services/accommodations/> for additional information. Any student eligible for and needing academic accommodations because of a disability is requested to speak with their instructor.

Sally Mallam, M.S.
Director of Accessibility Services
844.642.2338 ext. 1258
mallams@nicc.edu

Statement of Non-Discrimination

It is the policy of Northeast Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by federal and state civil rights regulations. If you have questions, concerns or to read the full policy at:

<https://www.nicc.edu/aboutnicc/nondiscriminationpolicy/>.

Title IX: Confidentiality and Responsible Employee Statement

Northeast Iowa Community College faculty are committed to helping create a safe and open learning environment for all students. If you (or someone you know) have experienced any form of sexual misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available. The College strongly encourages all members of the community to take action, seek support and report incidents of sexual misconduct to the Title IX Office. Please be aware that under Title IX of the Education Amendments of 1972, I am required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact one of NICC's Counselors (Calmar Campus 844.642.2338, ext. 1378 / Peosta Campus 844.642.2338, ext. 2215). For more information about reporting options and resources visit [Sexual Respect and Title IX](#).

Disclaimer

This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check the Learning Management System (Currently Brightspace) for corrections or updates to the syllabus. Any changes will be clearly noted by your instructor or listed in the course announcements or through NICC email.