Business	BBG* 115 Online	Business Applications Software	CRN 1945
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Department	Course No.	Course Title	

3		_____
Credit Hrs.	# lecture hrs./week	# lab hrs./week

Prepared by   **Patty Raymond**   **Fall Semester 2015**

          Faculty Member   Date

Course prerequisites: **Placement in English 063 and English 073**

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Course Location (building/room number):   Wheaton Hall Room 305A

Meeting time (days/hours):   T-R   1:20pm -2:40pm

COURSE DESCRIPTION

This hands-on course is designed for Business Administration/Marketing majors to utilize the microcomputer as a tool. With the MS Office Suite, students will learn to use each software package to contribute value to business. Focus is on preparing professional documents with Word, building flexible spreadsheets on Excel, using Access to analyze data to produce valid results and PowerPoint to effectively present and communicate. Social networking sites and their impact upon business will be explored. Individual and group projects will require students to utilize the MS Suite to prepare business documents, produce in-house publications and create business presentations using themes, tables and graphs. This course is not open to students who have completed CSC*101. Prerequisite: Placement in English 063 and English 073.

SCOPE OF COURSE

Using Microsoft Office Suite application software, students in this hands-on course will learn to use each of the software packages as they relate to business. This course is designed for the business major. It will provide in-depth study and coverage in preparing business documents, presentations and publications. Emphasis is placed on preparing and presenting effective electronic communications in a business environment.

PROGRAM/DISCIPLINE LEARNING OUTCOMES:

In today's competitive environment, employers expect graduates to possess a certain skill-set. The goal of the Business Administration/Marketing Programs is to enable a student to cultivate a personal skill set to achieve individual and organizational effectiveness. The following learning outcomes are incorporated into the program:

- Written and oral communication skills
- Critical thinking skills

- Quantitative and qualitative reasoning skills
- Technological literacy
- Information literacy skills
- Interpersonal skills and awareness
- Understanding of diversity
- Values, ethics and responsible citizenship
- Teamwork, team-building and project focus
- Knowledge of ethical and legal business behavior
- Appreciate the internal, external and global environment
- Flexibility and adaptive to change
- Ability to understand and satisfy customers, stakeholders and society
- Understand process management

IMPORTANCE OF COURSE IN PROGRAM/DISCIPLINE:
Business Application Software (BBG* 115) is designed for the Business major. It provides an in depth study and coverage of business applications software. This is a hands-on course provides practical experience with word processing, spreadsheet, presentation, database, in-house publishing, scheduling, social network sites and other software packages.

LEARNING OUTCOMES:
- Provide students an ability to customize and integrate the MS Office Suite applications resulting in a competitive advantage in the business environment
- Develop job knowledge and software skills to distinguish ones self from competitors
- Customize, integrate and coordinate themes and designs in documents and presentations
- Design and improve the quality of publications and presentations by creating and delivering leading-edge communications to exceed the expectations of business
- Design, produce and integrate creative and distinctive visual and printed business documents that facilitate effective communication with an audience
- Improve productivity and quality of written and oral presentations by individual and group presentations
- Provide students with individual and team opportunities to develop and deliver written and oral presentations as an integral part of a systemic process
- Use electronic information management software to create, track and store important business information in a timely manner

Textbooks and other required readings/computer software/materials/library reserve room:
<u>Integrated Computer Applications</u>. 6th edition, Van Huss, Forde, Woo, South Western Cengage Learning, Mason, OH, 2009.

- <u>Access to the Internet is required</u>. Middlesex Community College provides computer facilities that include access to the Internet, and access to Microsoft Office application software products. <u>All students must have a Banner ID number to access college computer facilities</u> and all students will need a <u>Library Card</u> to access required resources for class projects. Instructions will be given in the efficient use of the extensive electronic library holdings.

- All students must have an email address for communication with the instructor. For classroom purposes, I suggest establishing a Hotmail or other free email address just for class communications.
- All students will be required to complete current readings from periodicals, newspapers, and the Internet as a supplement to the required textbook readings.
- Students who do not have their own computers will find computers on the college campus available for their use.
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- Office Location: Wheaton Hall, Room 313

Office Hours: M-W 9:30am – 11:00am. and other times by arrangement

Office Telephone: ☎ (860) 343-5772   📫Office e-mail: praymond@mxcc.commnet.edu
                                                                                Blackboard/Vista

Attendance Policy Attendance is a critical component to the successful completion of this course and every college course. **Attendance will be taken at every class session, and unexcused absences beyond the college policy will adversely affect your grade.** Please consult the college catalog regarding the school policy on absence.

Class Cancellation Policy:

In the event that the instructor cannot meet with the class, every attempt will be made to inform the student in advance. In the event of inclement weather, please refer to the college policy.

Assignment Sheet: You will be given an Assignment Sheet. Topics for each class and due dates are detailed. All requirements are due at the beginning of class on the specified date, even if you are absent. ***Late submissions will not be accepted and partial credit will not be given for late work.*** No assignments will be accepted by email unless prior approval of the instructor is obtained.

You are expected to have a flash with you each class session. On a weekly basis, you will be preparing written and oral activities. Assignments will be collected, reviewed, and returned promptly. If you are requested to resubmit an assignment, you will have one week to do so. After one week, the instructor will not review an assignment**.**

- (There is no makeup of scheduled assignments unless PRIOR arrangements
- have been made with the instructor. There are no exceptions for anyone)

Requirements: Six requirements are necessary for successful course completion. The due dates for each assignment will be announced. The requirements are:
- A Business Memo/Letter packet
- A Written Business Report
- An Oral Presentation/PowerPoint
- In-house Publication
- Midterm Assessment

- Final Assessment

You will receive a packet detailing course requirements. Each activity has specific objectives, format, grading procedures and expectations. All requirements must be completed using a word processor and a laser printer. Be certain that each requirement is submitted on time and are of a quality that you are proud to put your name to.

All requirements must be submitted in the specified format on or before the due date, at the beginning of class. If a student is late to class on the day an assignment is due, the assignment will be deemed late, and will be reduced by one letter grade. A paper submitted after deadline will not be accepted, nor will it be graded. If you know that you will be absent on the day a requirement is due, you must arrange in advance with the instructor.

Evaluation methods (exams, term papers, projects, etc.), percentages towards final grades, and relation to course objectives:
Students work will be evaluated based on the following criteria:

• Discussions	
• Homework/Class Assignments	50%
• Midterm	15%
• Projects	15%
Final	20%
	100%

Letter Grades:
Final grades will be determined by applying the percentages listed above to the work submitted. A student should retain all assignments for the semester. In the event that a student disagrees with the grade he/she earned, the student must produce all work to support the contention that a grade was incorrectly awarded. If a student is unable to produce all work, the instructor's grade book will be considered accurate.

$$\textbf{A} = 1000 - 900$$
$$\textbf{B} = 890 - 800$$
$$\textbf{C} = 790 - 700$$
$$\textbf{D} = 690 - 600$$
$$\textbf{F} = 590$$

Withdrawals:

Students who find it necessary to withdraw from this course must follow the college policy for withdrawals and seek the appropriate forms from the Record's Office. I will allow a "W" grade up to the final exam. **Students who fail to follow the college policy will receive the grade they earned. NO EXCEPTIONS**! There will be no changing of grades after they are officially recorded with the Record's Office. No Incomplete grades will be given for any reason.

EXPECTED COURSE CONDUCT:
All resources and facilities of Middlesex Community College, including the computer classroom sites, are to be used solely for legitimate and authorized academic purposes. Any unauthorized or illegitimate use of the computer systems, resources, and/or facilities will be subject to disciplinary action.

- NO FOOD OR DRINK is to be brought into the classroom at any time.
- CHILDREN are not allowed in the classroom at any time while you attend class.
- PERSONAL ITEMS should be kept with you when you leave the classroom.
- **NO CELL PHONES OR BEEPERS** are allowed in the classroom. Please turn off the ringers.

Teacher's Responsibilities to Students:

- I will be prepared to teach each class each day we are in session.
- I will treat each student with dignity and respect
- I will be accessible to all students who need help and will assist them to find appropriate tutorial assistance, if necessary.
- I will attempt to make all assignments clear and concise and grade and return student's work in a timely fashion.
- I will be available during office hours to address student's concerns.

Student's Responsibilities to the Course

- You will be responsible to prepare for each class session (all readings complete and assignments done)
- You will be responsible to have all written assignments or oral presentations ready on the dates required.
- You will be expected to treat each other and the instructor with respect
- You will be expected to conduct yourself in an appropriate manner while you are in attendance in this course.
- You will be responsible for the reasonable care of the computer equipment used in conjunction with this course.
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Plagiarism: Presenting another's work without acknowledgement is plagiarism and will not be tolerated. Please see the "Ethics and Honesty in the Classroom" above.
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ADA Accommodations Statement
Students with physical or learning disabilities who may require accommodations are encouraged to contact the Counseling Office. After disclosing the nature of the disability, students are urged to discuss their needs with individual instructors. This should be done at the beginning of each semester. Instructors, in conjunction with appropriate college officials, will provide assistance and/or accommodations only to those students who have completed this process.

Religious Accommodation Statement

If your religious obligations conflict with the course calendar requirements, and if you wish to request an accommodation, you must make your request in writing prior to the date of the assessment or activity you will miss and preferably at the beginning of the semester. When requesting a make-up quiz, test, exam, assignment, or activity, state the reason for your request and the date(s) on which your religious obligation(s) will conflict with the course calendar requirements. Also, if your religious obligation/holiday is unfamiliar to your instructor, you may be asked to provide a calendar which shows the published date(s) of your religious observance(s) or holiday(s).

Inclement Weather Statement

In the event of inclement weather either before the start of a day when classes are in session or during the *school day, you may check for information on delayed openings, college closings, class cancellations, etc* by listening to the radio and television stations listed below. Additionally, a message will be posted on the MxCC website at www.mxcc.commnet.edu and an announcement made on the college's main phone number, (860) 343-5800. *(When calling the main phone number, be sure to choose option 1 from the menu for school closings.)* If classes are already in session, everyone on campus will be notified of any changes. Decisions to cancel classes or close the college early will be made as soon as practicable.

Radio Stations	Television Stations
WMRD 1150 am	WFSB - 3
WDRC 102.9 fm and 1360 am	WTNH - 8
WMMW 1470 am	WVIT - 30
WRCH 100.5 fm	
WTIC 1080 am, 96.5 fm	
WZMX 93.7 fm	
WELI 960 am, WKCI 101 fm	

Academic Ethics and Classroom Behavior

At Middlesex Community College we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with the Board of Trustees' Proscribed Conduct Policy in Section 5.2.1 of the Board of Trustees' Policy Manual. This policy prohibits cheating on examinations, unauthorized collaboration on assignments, unauthorized access to examinations or course materials, plagiarism, and other proscribed activities. Plagiarism is defined as the use of another's idea(s) or phrase(s) and representing that/those idea(s) as your own, either intentionally or unintentionally.

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IMPORTANT COLLEGE POLICIES!! PLEASE READ CAREFULLY!

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather and emergency closings, and more,

please go to the following website: www.mxcc.edu/catalog/syllabus-policies/ or scan the QR code with your smart phone. Also, please become familiar with the policies regarding nondiscrimination, sexual misconduct, and general student conduct at the following website: www.mxcc.edu/nondiscrimination/.

NON-DISCRIMINATION STATEMENT

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record.

The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:

- Primary Title IX Coordinator
  Dr. Adrienne Maslin
  Dean of Students/Title IX and Section 504/ADA Coordinator
  amaslin@mxcc.edu; 860-343-5759; Founders Hall Room 123|

- Secondary Title IX Coordinator
  Ms. Mary Lou Phillips
  Director of Human Resources, Middlesex Community College
  mphillips@mxcc.edu; 860-343-5751; Founders Hall Room 115

- Secondary Title IX Coordinator
  Ms. Queen Fordham
  Coordinator of the Meriden Center Welcome Desk
  qfordham@mxcc.edu; 203-608-3011

Course Syllabus
Spring 2015: Course opens – Wednesday 1/21

This document includes important information about each of the modules that make up this course, module objectives, and summaries of each module's gradable activities and associated deadlines. Please carefully review the "Let's Get Started" learning module for additional important information about this course, such as the course overview and Student Contract, instructor contact information, detailed grading policies, course

navigation information, etc. Below is a summary of the most important grading Information and the requirements to successfully complete this course.

In order to be successful in this course

By the last day of the course, you must:

- Satisfactorily complete all of the gradable work in the course. The total possible points is 1000, which includes all possible points for gradable assignments, weekly discussions, gradable reflective journals, and the final reflective paper), **AND**
- Satisfactorily complete and submit the final reflective paper. This is mandatory--you cannot be awarded the certificate without it**, AND**
- Demonstrate mastery in your practice shell of the technical proficiencies listed below. Successful completion of **all** of your assignments will be considered mastery. If you do **not** successfully complete all technical assignments, you will be required to demonstrate proficiency before the end of the course. No additional points will be awarded for this work.

Each assignment in the course is graded using a rubric with specific point values for various steps and sub steps that must be completed for each assignment, so you should carefully review and print out this information. This enables each participant to easily determine where they may have lost points for a given assignment. This approach also contributes to a high degree of consistency in grading, by different instructors. The rubric used for discussion forums and journals are much simpler and simply assess whether the discussion/journal instructions were addressed directly and specifically, whether any minimum word count requirements were met, and whether the discussion or journal posts were submitted on time. are used for the assignments and discussions in this course.

If you fail to submit an assignment or required discussion or journal post, you will receive a zero. Partial credit is not awarded for late submissions.

Details of exactly what is expected in regard to grading for the various activities in this course are included in the *"Let's Get Started" module.* The required due dates for all gradable activities are included in the Syllabus and in the "gradable activities" page in each module. Please read them carefully.

Figuring out "Where You Stand" in the BBG _115_ course

I use the "1000 Point Grading System" in this course and one nice thing about it is that it's pretty easy for you to be able to figure out how you're doing at any point in the class.

Here's how you can do the math to figure it out for yourself.
It's easy to do!

1. Look at **My Grades** and at the current "Overall Total" at the bottom.
2. Look at how many UNGRADED items still remain and tally up how many "potential points" are still outstanding for the assignments, discussions, and reflective journals in future modules, plus the (MANDATORY!) **Final Exam**. The number of possible points for   EVERY Module is listed in the syllabus
3. Add up your current "overall total points" plus the number of "possible points" for items you have not yet been graded on.
4. The number you come up with will tell you how much "wiggle room" you have in terms of the number of points you need to earn between the module you're in and the end of the course!