

**Nashville State Community College
Business, Management, and Hospitality
Business**

Master Syllabus

BUSN 1360

Students who are using a TTP (Tennessee Transfer Pathway) degree plan usually take INFS 1010. Talk to the instructor if you have questions.

Course Information:

Course Title: Software App. For Business
Credits: 3
Class Hours: 3

Course Description:

A study of computer applications emphasizing business problem solving and communication designed to support the achievement of basic computer skill proficiency. Prerequisite(s): Level 2 placement in Reading.

Semester Availability: All

Not part of a Tennessee Transfer Pathway

Instructor Information:

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Office Location: C-232
Office Hours: TBA

Prior-Learning Assessment/Credit-by-Exam

The prior-learning assessment for BUSN 1360 is shown by the submission of successful MOS exams in Office 2016 or 2019. A Certiport transcript showing success with MOS exams for Word, Excel, Access, and PowerPoint should be submitted to the office of the Dean of Business, Management, and Hospitality. Upon review, students will earn credit for BUSN 1360. Visit <https://certiport.pearsonvue.com/Certifications/Microsoft> for more information on MOS exams.

Digital Engagement Initiative (DEI) Textbooks:

To ensure the lowest cost for students, this course includes a materials fee. This means that all of the required textbooks and materials for this course are available through your *NS Online* course shell. When you register for this course, the charge will appear on your account. If you decide you do not want to purchase the course materials embedded in *NS Online*, you can opt out of the program. . If you opt out, you will be responsible for obtaining the required course materials on your own.

Textbook(s):

Skills for Success, with Microsoft Office 365, 2019 Edition, Adkins and Wolf; Pearson (e-text with MyLab IT (a Pearson online tutorial and learning lab which is purchased by the course materials fee charged with tuition.

Hardcopy ISBN: 978-0135366479 (Some students prefer hardcopy textbooks but all work can be completed using the e-text embedded inside MyLab IT.

Supplies:

1. A computer running on a recent operating system (Windows 8 or higher) with Office 2019 365 installed which includes Word, Excel, Access and PowerPoint. **All NSCC students can download Office 365 (for free) through their myNSCC account/page.** Though Access is not part of the standard install, students in prior semesters have been able to find 30-day trials through Microsoft.com which (if downloaded at the start of the Access unit) is a period of time sufficient in length to complete the Access chapters.
2. A fast and reliable internet connection.
3. A set of headphones to use when working in college labs as there are many instructional videos in the course.
4. A flash drive or other storage device to save completed work securely. 1 gig of space is sufficient.
5. Highly recommended: A USB-port computer mouse (when using a laptop with a sensor pad) makes working with the MyLab IT simulations a more precise and easier experience.

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nsc.edu.

Course Outcomes:

Upon successful completion of this course, students should be able to:

1. Differentiate computer hardware and software components and basic computer operations utilizing common operating systems such as Microsoft Windows.
2. Acquire a working knowledge of software and apps commonly found in the business environment such as Microsoft Office, Word, Excel, Access, and PowerPoint.
3. Utilize such software to prepare business-oriented correspondence and documents and formulate solutions to common business problems and scenarios.

Course Competencies:

The following are detailed course competencies intended to support the course outcomes:

Computer Concepts

- Classify computer hardware as input, output, or storage mediums.
- Name two common operating systems and identify software appropriate to that system.

- Open an operating system
- Use the personal assistant function of an operating system
- Describe a computer network
- Explain the “cloud” and list benefits of using the cloud.
- Download, Unzip, and Zip file
- Navigate using File Explorer
- Create and use a folder to organize files
- Name three commonly used internet browsers
- Navigate using a browser
- Complete an Internet search
- Use Microsoft Office to create the following business documents:
 - Create and format a letter or other business document
 - Create a data worksheet and insert a chart or graph
 - Design and produce a database to meet a stated goal
 - Produce a presentation on a given topic

Office 365

- Start Office Applications
- Type and edit text
- Format Text
- Save and files
- Copy, Cut, and Paste

Word

- Create a document or other business communication
- Save a document
- Apply Styles
- Set Grammar and Spelling Options
- Search for and replace text
- Apply formatting
- Add borders and shading to text and paragraphs
- Create headers and footers
- Set page design features such as page breaks, margins, and orientation
- Insert text from a file
- Insert, resize, and align pictures
- Apply picture and font styles and effects
- Set and apply tabs
- Create and edit a table
- Modify themes and create columns
- Insert SmartArt

Excel

- Create and save a workbook to communicate business data
- Navigate a workbook
- Enter data into a workbook

- Construct and apply formulas
- Format cells to enhance worksheet
- Apply functions to selected cells
- Use absolute cell references in formulas
- Create charts to illustrate data
- Add new worksheets to a workbook
- Apply copy and paste formats while creating worksheets
- Apply conditional formatting
- Navigate workbooks efficiently

Access

- Design and create a database to solve a business need
- Enter records into the database
- Create simple forms and reports
- Create relationships
- Create simple queries such as wildcard, AND/OR, logical, and calculated

PowerPoint

- Open, View, and Save Presentations
- Design a presentation to deliver a message
- Edit and Format Slides
- Organize slides
- Add pictures and graphics to slides
- Apply slide transition and animations
- Apply backgrounds and themes
- Insert Videos

The following are general education competencies intended to support the course outcomes:

- Know how to locate, evaluate, and use information sources.
- Prepare and deliver well-organized oral presentations.
- Apply mathematical concepts to problems and situations.
- Use critical thinking skills.

Topics to Be Covered:

Students will demonstrate skills in Microsoft Office including Word, Excel, Access, and PowerPoint. Lessons will emphasize the use of these applications to complete problems related to business and the professional experience.

Course Assessments:

The following performance assessments will be used to demonstrate students' understanding, knowledge, and skills:

Students will submit a variety of assignments and assessments each week. The general pattern is:

- Read and follow instructions in a chapter to create a grader assignment submitted to MyLab for grading, These are labeled Grader A inside MyLab IT.
- Work 10 simulation items in MyLab IT.

- Practice acquired skills by working and submitting a second grader assignment labeled as Grader B.
- Review learning by completing a quiz of multiple-choice questions.

Students will complete proctored exams four times during the semester. Online students will take exams in a NSCC approved test center. Students in ground sections will complete the exams during the scheduled class period.

Any exam not taken is recorded as a zero when course grades are calculated.

Grading Policy:

Assignment Category	Percentage of Grade
Exams – MyLab IT (five exams – four are proctored either in a NSCC test Center or during a scheduled class period)	50%
MyLab IT Grader Projects (located in MyLab IT)	40%
Chapter Quizzes	5%
Chapter Simulations (MyLab IT)	5%

Exams (50%): Each application (Word, Excel, Access, and PowerPoint) has an associated exam. Exams are proctored either in the NSCC test center or in a scheduled class period for ground classes.

The one exception to the proctored-exam requirement is that students complete the PowerPoint exam as part of the PowerPoint unit which is a self-paced project. The PowerPoint exam can be taken whenever the student is ready. There is a Comprehensive Final Exam given during the scheduled exam period. The final exam is multiple-choice. When chapter quizzes are completed, students are preparing for the course multiple exam.

The four application exams are grader projects which combine the skills taught in the unit chapters. MyLab IT contains a practice exam which closely mirrors the actual exam. All graders are submitted to MyLab IT for grading.

Exam graders are set to allow two submissions (including the PowerPoint exam). Both submissions must be made while in the test center and within a two-hour block of time. The final exam is multiple-choice and is taken in a NSCC test center. Students are allowed one submission.

Note for students who may be out-of-state: The four exams (Word, Excel, Access, and the final exam) must be taken in a certified test center. The webpage for the NSCC test center contains instructions for obtaining approval to use an alternate test center approved by the NSCC Test Center. Students should allow at least one week to work through the approval process.

Students should visit the Test Center website to learn hours of operation for the test centers and to make appointments (when necessary) for a test period. Here is a link to the test center website: <https://www.nsc.edu/current-students/on-campus-resources/testing-center>

Graders (40%): Students will work two graders for each chapter. The first grader (Grader A) is completed while reading and following instructions in each chapter. When a grader is complete, it is uploaded to MyLab IT for grading. MyLab IT feedback allows the student to improve the score by correcting items marked as errors. Graders can be worked unlimited number of times to earn the desired grade prior to the published cut-off date. A second grader is worked as practice of the skills taught in each chapter. Graders are scored by MyLab IT immediately as it is submitted. The highest earned score is carried to the class grade sheet in NS Online.

Simulations (5%): MyLab IT provides students practice and instruction by offering a series of simulations which mirror the skills learned while completing the chapter instructions. Significant additional instruction is provided as each simulation has an attached video demonstration of the skill. Simulations allow unlimited practice. Students receive a grade for successfully completing each of the skills in the simulation. Each simulation skill should be saved as it is worked successfully. When all skills are successfully completed, the activity should be submitted for grading which is then noted in the NS Online grade sheet.

Quizzes (5%): Quizzes in the course grade automatically. Each quiz can be attempted an unlimited number of times prior to the cut-off date. The highest score is carried to the NS Online grade sheet.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

A schedule of due dates and associated grace periods is posted in the NS Online course materials. Generally, students work one chapter a week which is due on Saturday night. A grace period allows submission of work until the following Monday night at 11:30 p.m. without any deduction in the grade.

Work which is not submitted by the end of the grace period is recorded as a zero in the course gradebook.

MyLab IT graders and simulations remain available after the cut-off at the end of the grace period. It is to the student's advantage in exam preparation to complete all graders and simulations

In addition to the weekly chapter assignments, students work the four PowerPoint chapters as an independent project which is due on the last day of the semester. There is no grace period after the cut-off for the PowerPoint project.

There is no grace period for exams. Exams not taken are assigned a grade of zero. Weekly assignments which are not completed (graders, quizzes, simulations) are assigned a grade of zero.

All graders and simulations in MyLab IT can be completed after the cut-off date so that students benefit from the learning opportunity. When submitted, students will receive a message that the grade was not "accepted" for inclusion in the course gradebook but the student has benefited from the learning and is prepared for the skills on the exam related to those activities.

Dropped Grades

To accommodate the reality that students are adults with adult life responsibilities, the following lowest grades in each category will be dropped before the course grade is calculated.

Assignment Category	Number of grades dropped
Exams (five exams – four are taken in NSCC test center) All must be completed or a grade of zero is recorded.	0
MyLab IT Grader Projects	2
Chapter Quizzes	1
Simulations	1

No penalty will be applied to late work turned in during the grace period. However, once the grace period has elapsed, no work will be accepted for any reason. Simply move on so as not to become behind in the course.

There is no grace period for the Exams taken in the testing centers. There is **no grace period after the last day of class** before the final exam period which includes ALL assignments in the PowerPoint chapter. Please plan to take the exam before the end date for the exams.

Attendance Policy

Students are expected to attend all scheduled classes and laboratories. Absences in a course may affect a student's final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student's final grade.

In online courses, attendance is signaled by logging on to the D2L/NS Online shell, participating as prompted (e.g., responding to an instructor's email, posting to a discussion board) and/or completing and submitting assignments. Campus closures do not affect attendance and assignment completion in online courses.

It is important to note that attendance is shown by the submission of the entire list of items required in that week. Simply submitted a quiz or one grader does not show attendance. (This is an important consideration when a determination of a grade of F or FA is being made.)

Grading Scale:

Letter Grade	Percentage Range
A	90 – 100%
B	80 – 89 %
C	70 – 79%
D	65 – 69%
F	64% and below

FA

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date

will earn an F for the course. An FN is assigned to students who do not submit any assignments.

Two important factors which are considered when grades of F and FA are posted:

1. Simply taking the final exam does not qualify as a full week of attendance.
2. Turning in one of the several weekly assignments does not show attendance after the FA date. Students must turn in all of the required assignments (Grader A, Simulations, Grader B, and quiz) for at least one week after the FA date to show attendance.

FN

An FN is awarded to students who never attended class.

Technology Statement

Nashville State's classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells. Computers are available for student use at each campus during campus open hours.

D2L/NS Online and myNSCC

It is students' responsibility to check D2L/NS Online course shells for all enrolled courses and myNSCC, including student email, on a regular basis. These are the official communication channels between the college and students, who are responsible for the information communicated through those channels. D2L/NS Online contains specific course information and myNSCC contains information important for other purposes.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act (ADA). If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nsc.edu. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center.

Classroom Misconduct

Nashville State Community College has a zero-tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary measures. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the [Academic Misconduct Policy](#) in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied through regular college procedures as a result of academic dishonesty, the instructor has the authority to assign an "F" or a "zero" for the exercise, paper, or examination, or to assign an "F" for the course. Students may appeal through the appropriate college grade appeal procedures.

MyLab IT includes an integrity check/support. Students must complete their own work. Each student's work is embedded with a security code which must be present when it is graded.

Because employers expect that graduates will be able to handle files in a way that maintains security, when MyLab IT signals that a student turned in work completed by another student, a zero is assigned as the grade for that assignment to both the student who turned in the work and the student who allowed the work to be copied.

To protect your work when using campus labs, delete files from campus computers (and clear the Recycle Bin) after the work has been graded in MyLab. Log-in to the campus labs' computers with your personal A number. Then log-off that computer when you have completed that work. Your work will not be accessible to another student using that computer.

A final integrity support is found in test center software. The test centers have software which report the browser location histories. (In other words, if a student opens Google or goes to an outside website or e-text, the test centers report that page history to instructors.

Test-takers **may not access any site or webpage** other than MyLab IT. In MyLab IT, **only the exam** item itself may be accessed. The e-text may not be accessed.

If the instructor receives notice that sites or pages or folders other than the exam in MyLab IT were accessed, there is an automatic zero placed as your grade for that exam.

Work very carefully.

Academic Early Alert System

Nashville State Community College uses an Early Alert System to let students know of a faculty member's concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. *Please note that Early Alerts do not affect a student's academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.

RAVE Emergency Alert System

Emergency events can happen at any time and Nashville State Community College wants to be able notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at <https://www.getrave.com/login/nscc> to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you. Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

Inclement Weather & Campus Closings

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at www.nsc.edu for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

Class Cancellation Policy

If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course, e-mailing through D2L/NS Online, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.