

Nashville State Community College
(Division Name)
(Program Name)
2018 Master Course Syllabus
(RUBRIC Number – Title)

(This master course syllabus template is a general guide for providing an overview of each course offered at Nashville State. Each instructor will further clarify specific criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her individual course syllabus. Prompts for individual adaptations are italicized and in parentheses; faculty should remove or replace these prompts when creating master syllabi and their own individual syllabi if they have not been removed previously.)

Course Information:

Course Title: Computer Applications

Credits: 3

Class Hours: 2, Lab Hours: 2

Course Description:

Computer Applications is an examination of the development of computing technology and terminology. Topics include: Identification of the functional components of a computer system; using word processing, spread sheet, and graphics; the proper handling of computer media; and an exploration of the uses of electronic mail and graphical internet. **Prerequisites:** Level 2 placement in Reading.

Name:

Email:

Office Phone:

Office Location:

Office Hours:

Required Textbook(s) & Other Materials:

Textbook(s): Computer Technology Applications, Custom Edition for Nashville State Community College, (Visualizing Technology, Fifth Edition, Chapters 4-5, 7 ISBN 0134474511 and GO! With Microsoft Office 2016 Volume 1, by Gaskin, Vargas, Geoghan and Graviett)

ISBN: 132359655-5.

Reference Materials: Text book and MyITLab

Supplies: NSCC Bookstore had bundle including Computer Technology Applications Text book and MyITLab access code.

Software: Office 2016 or Office 365 (NSCC offering for free).

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. Explain computer hardware and software terminology.
2. Compose emails and attachments using D2L and the student email system.
3. Produce flyers, resumes, business letters, and research papers in proper format using word processing software.
4. Solve business problems by creating worksheets that include formulas, functions, charts, and reports using spreadsheet software.
5. Use presentation software to design a visual presentation that will enhance a speech.

Course Competencies:

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

1. Identify various hardware and software components.
2. Able to use internet and communicate through emails.
3. Create a document with a picture that has a professional appearance.
4. Format files by modifying lists, setting tab stops, and efficiently moving between document and paragraph layouts.
5. Insert and modify text boxes and shapes to clarify the message of a document.
6. Create and format tables to classify information in a useful format.
7. Create a business letter that is proofed.
8. Create a multiple-column newsletter to give a document a distinctive appearance.
9. Create merged mailing labels to mail documents to intended recipients.
10. Create a report, given business data, which will enhance users' ability to analyze the data and make logical decisions.
11. Analyze data by creating excel charts to highlight trends, significant values.
12. Apply statistical and logical calculations to data and by sorting and filtering data.
13. Summarize data on multiple worksheets to highlight key data in a workbook.
14. Present budget data in a pie chart that demonstrates how parts of the budget contribute to the whole budget.
15. Make financial projections using what-if analysis.
16. Create a new PowerPoint presentation to present information to an audience effectively.
17. Edit and format a PowerPoint presentation to enhance communication.
18. Format a presentation to add visual interest and clarity.
19. Enhance a presentation with Word Art and diagrams.
20. Customize a presentation with animation and video.
21. Create a presentation that includes data in tables and charts.

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

1. Apply basic mathematical concepts to arrive at a solution to the problem.
2. Apply critical thinking skills to determine and support a solution.
3. Use and adapt current technologies to increase efficiency and effectiveness in performing routine business applications.

Topics to Be Covered:

1. Learning about various Hardware and Software terminologies and its uses.
2. Knowing about new technologies
3. Email systems and its uses
4. Creating Documents with Microsoft Word
5. Using Tables and Templates to Create Resumes and Cover Letters
6. Creating Research Papers, Newsletters, and Merged Mailing Labels

7. Creating a Worksheet and Charting Data
8. Using Functions and creating Tables
9. Analyzing Data with Charts and What-if Tools
10. Getting Started with Microsoft PowerPoint
11. Formatting PowerPoint Presentations
12. Enhancing a Presentation

Course Assessments:

The following performance assessments will be used to demonstrate students' understanding, knowledge, and skills: *(include type and point/percentage breakdown here)*

Simulations/Chapter Projects (20% of final grade)

Visualizing technology chapter 2, 5 & 7 are having simulations. These projects can learn and practice through simulated environment in myitlab.com. These simulations give the opportunity to learn activities and skills presented in text book, and these are helpful to improve proficiency of each chapter. Grades are automatically recorded after completion.

Office 2016 computer applications (word, excel and PowerPoint) chapters will have two projects A and B. Chapter projects are those that students complete by working through the textbook chapters. Student solution files from these projects are submitted through the Assignments section of the NS Online course. The instructor will personally assess these student files and provide feedback to the student about student success and areas for improvement.

Quizzes (15% of final grade)

For end of each chapter students need to complete quizzes through myitlab.com. The quizzes will help to measure growth in knowledge of each chapter and improve thinking abilities and skills. These quizzes are associated with timers, grades are automatically recorded upon completion of the quiz.

Discussions/Grader-Based Projects (30% of final grade)

Visualizing technology chapter 2, 5 & 7 required to participate in the discussion forums. The details for this discussion are found in discussion area under Evaluation. Submit a thoughtful response and remember that short and sweet non-answers (such as yes, no, maybe, I agree completely with you) are not acceptable. In addition, do not submit a file that has to be opened (zero points). Remember, businesses want employees who have exhibited an ability to communicate effectively so even though there are no right or wrong responses, take a stand. For full points you will submit your response and respectfully respond to at least one submission from a classmate as long as they are not responding to what you submitted.

Office 2016 Computer applications (word, excel and PowerPoint) for each chapter the student will complete grader-based project through myitlab.com. This project gives the student the opportunity to review activities presented in the textbook and improve in both speed and proficiency when using the skills presented in the chapter. Students are given credit for each activity successfully completed. Grades are automatically recorded upon submission.

Examinations (35% of final grade)

There are three examinations. One exam for each of the following software applications in the course: Word, Excel, and PowerPoint. Each exam will be delivered in a grader project environment similar to the grader project-based training used in each chapter. Students will demonstrate proficiency by completing project activities in a proctored environment. **Exams are proctored. Online students will complete exams in the Testing Center. Sections that meet in the classroom with complete exams in the classroom.**

Grading Policy:

Graded Item	Percentage
Simulations/Chapter Projects	20%
Quizzes	15%
Discussions/Grader-Based Projects	30%
Examinations	35%
Total	100%

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

Assessment	Late Work Policy	Feedback Policy
Simulations/Chapter Projects	No Late submission accepted. Not available after due date.	Feedback provided by instructor Within five days (Chapter projects). Immediate feedback provided by electronic grading system (Simulations).
Quizzes	No Late submission accepted. Not available after due date.	Immediate feedback provided by electronic grading system.
Discussions/ Grader projects	Late submission accepted. Students are encouraged to work and rework on Grader projects as review for the exams throughout the semester. Only the highest grade for each training counts.	Feedback provided by instructor within five days (Discussions) Immediate feedback provided by electronic grading system (Grader projects)
Examinations	No Late submission accepted. Not available after due date. If you need assistance for the exam talk with your instructor	Immediate feedback provided by electronic grading system.

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.

Attendance /Conduct:

1. 5 points for attending the complete class.
2. 0 points if you are absent.
3. -5 points will be deducted if you absent more than 4 classes.

(Each instructor will provide policy, especially how attendance influences student assessment and grading.)

Grading Scale:

Letter Grade	Percentage Range
A	90-100
B	80-89
C	70-79
D	65-69
F	Under 65

FA

According to NSCC policy, if a student fails a course, but has not officially withdrawn from the course, and her/his last date of attendance is before the last date to withdraw (*use date appropriate to your section*), the student will receive a grade of FA (i.e., “Failure for Attendance Reasons”).

(While the above statement should appear in all syllabi, faculty are encouraged to make additional statements or provide examples that would clarify the policy for students.)

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.

(Each instructor will outline his/her expectations for academic integrity and provide individualized information about consequences for academic misconduct.)

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 to 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/nsc> 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.