Nashville State Community College
Business and Professional Studies

Master Syllabi

BUSN 1360 – Software Apps for Business

7-week term

The purpose of the syllabus is to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the semester, you will be notified.

Course information:

BUSN 1360 – Software Apps for Business

3 Credits
3 Class Hours

Prerequisite(s): Level 2 placement in Reading.

Semester Availability: All

Not part of a Tennessee Transfer Pathway

Course Description:

A study of computer applications emphasizing business problem solving and communication designed to support the achievement of basic computer skill proficiency.

Instructor Information:
Name: **Karen Kendrick**
Email: **Karen.Kendrick@nscc.edu**
Office Phone:
Office Location:
Office Hours:
Instructor Zoom Room/Office link:

Required Textbook(s) & Other Materials:

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.

Textbook(s): Microsoft Office 365, w/SIMNET, 2021 edition, Nordell, et al, (This is an e-book with embedded website.)

ISBN: 9781265762551

Students will be charged for the textbook automatically through the registration process. No additional purchase is required. An optional loose-leaf-print hard copy is available for an extra charge. The e-text contains everything you need. In fact, the class activities are embedded inside the e-text. However, some folks just prefer a hard copy text as back-up reading. Hardcopy texts are available online (any retail bookstore) or through the NSCC bookstore.

Access Code: None. Students will use link on course homepage to register with online materials. (Important: you have already paid every required text fee.)

Reference Materials: None

Supplies:

- A PC computer running on a recent operating system (Windows 10 or higher) with Office 2021 365 installed which includes Word, Excel, and PowerPoint. All NSCC students can download Office 365 to a personal computer (for free) through their myNSCC account/page. No additional software purchase is required.

Note: Chromebooks or Mac-pad types of devices do not provide the same functionality that is shown in the textbook website. To successfully complete the required work in this class a fully functioning laptop or desktop PC is needed for optimal performance. Students who use MACs for their online work may want to plan time to work in the NSCC computer lab available at each campus location.

- A fast and reliable internet connection.
- A set of headphones to use when working in college labs as there are many instructional videos in the course.
- A flash drive or other storage device to save completed work securely. 1 gig of space is sufficient.
- Optional but highly recommended: A USB-port computer mouse makes working with the SIMBOOK simulations a more precise, and successful experience.

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the bookstore's website (https://www.bkstr.com/nsccstore/shop/textbooks-and-course-materials) using your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nscc.edu.

Digital Course Materials: These ensure you pay less for your course materials and have easy access through D2L throughout the semester. When you registered for this course, the charge for these materials appeared 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 until the end of the second week of classes. If you opt out, you will be responsible for purchasing the required course materials on your own. For more information, please visit www.nscc.edu/dcm.

Honors Option: Honors credit is available. The Honors assignment is four additional units in Access. Students will work four additional chapters of simulations, guided projects, independent projects, and quizzes for a total of 16 additional items. An application exam will also be taken in Simnet for Access. Each item must be completed to a minimum achievement of 90. If you are interested in participating the Honors Program, please see your instructor within the first week of class. Here is the Honors Program website to apply for admission to the Honors College.

Course Outcomes: At the end of the semester, this is what you should know and/or be able to do:

- Differentiate computer hardware and software components and basic computer operations utilizing common operating systems such as Microsoft Windows.
- Acquire a working knowledge of software and apps commonly found in the business environment such as Microsoft Office, Word, Excel, , and PowerPoint.
- 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, or specific skills or knowledge, intended to help you achieve the course outcomes:
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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

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:

Lessons and assignments in the course will help students review and explore computer operation, Windows operating system, and the Microsoft Office applications of Word, Excel, , and PowerPoint.

Course Assessments: We will use the following assessments to demonstrate your understanding, knowledge, and skills:

Assignment Category	Percentage of Grade
Exams (Word, Excel, PowerPoint, Final)	40%
Projects (Guided and Independent)	40%
SIMBOOK Simulations	10%
Quizzes	5%
Reflective Learning	5%

Exams (40% of course grade): Exams are timed. For Word, Excel, and PowerPoint, learners will have 90 minutes to complete a project posted in SIMNET. The exams are very similar to the chapter guided and independent projects. Learners are allowed 90 minutes with three total attempts in that one 90-minute attempt. During the allowed 90 minutes the exam can be worked and submitted to see the graded result and make changes to improve the exam grade as time allows.
All exams are accessed by entering a password found at the top of the related exam folder. Entering the password is your signal that you are ready to take the exam. Entering the password starts the 90-minute clock running. Be very careful about entering the password.

It is suggested that students set a timer on their phones at 70 minutes and go ahead and submit the work completed at the 70 minute mark. If the internet blinks off or goes slow unexpectedly, some graded points are better than no points.

The 90-minute deadline is firm.

To be clear, the 90 minutes runs continuously. The exam closes on the due date at 11:59 p.m. Your opportunity to submit your exam ends at 11:59 p.m. It is the student's responsibility to start the exam so that they have 90 minutes before 11:59 p.m.

Exams submitted after 11:59 p.m. on the due date/deadline earn a grade of zero.

The final exam is 40 multiple-choice questions. It will be taken in the proctoring software "Respondus Monitor". There is a practice exam which checks your computer set-up for Respondus Monitor. You will need a camera and microphone with speakers for that test proctoring service. If you do not have a computer which is compatible with Respondus Monitor, you will need to make an appointment in the test center to take the final exam. Check your computer early so that you have your choice of test appointments in a test center if that is necessary.

Projects (40% of course grade): There are two kinds of projects which are worked for each chapter:

- **Guided Projects** – Starter files are downloaded from SIMNET. Step-by-step instructions lead students to use the application skills learned in the chapter to complete work similar to an assignment which might be found in the professional environment. Guided Projects are not timed and may be worked and submitted as many times as needed to earn the desired grade.
- **Independent Projects** – Starter files are downloaded from SIMNET. The instructions are much less specific. Independent projects allow students to assess their proficiency with the skills. Independent projects are timed for 60 minutes. However, if the desired grade is not earned, the project can be worked an unlimited number of times to earn the desired grade. Independent projects are timed to help the student practice working under timed conditions so that the timed exams are not a new experience.

SIMBOOK Simulations (10% of course grade): This text is arranged so that students will read several paragraphs and then immediately practice the skills and information explained in the paragraphs. Each simulation has three buttons to help learners become proficient. The first button is the "Show ME" button which is a video demonstrating the related skill. The second button is the "Guide ME" button which asks students to perform the skill step-by-step. Finally, there is the 'Let ME Try" button where the learner independently demonstrates the skill. Points are earned on the "Let ME Try" button. If you are familiar with a skill you may jump to the "Let ME Try" button without working the other two buttons.

Chapter Quizzes (5% of course grade): The quizzes may be taken unlimited times before the due date to earn the grade which the learner would like carried to the course gradebook. Quizzes are preparation for the final exam. Use the quizzes as if they were flashcards. Open a quiz and take your best guess. Your highest score will be taken to the course gradebook and you will have learned the answers to any questions you may have missed.

Reflective Learning Discussion Posts (5% of course grade): Reflective learning helps integrate learned skills into the student's professional toolbox. One reflective learning discussion post is required for each application. The instructor will grade the discussion posts using the rubric attached to the discussion box. The required self-introduction is a graded item in this category.

Testing Opt-Out Statement
The final exam in this class will be taken using Respondus Monitor, an online video proctoring service.

To use Respondus Monitor, students are required to have access to (1) a quiet, private, solitary setting in which to take the assessment, (2) a webcam either internal or external to their computers, (3) a microphone either internal or external to their computer, (4) a computer with admin privileges in order to download the appropriate browser and plug-in to operate the virtual proctor, and (5) a reliable internet connection.

A practice exam is posted before the exam to help students assess their computer resources and whether those resources are sufficient for Respondus Monitor. Use the practice exam at least two weeks before you take the final exam so that you are aware of any computer-related challenges you may encounter.

Should students not have access to the technological requirements listed above, or should they simply prefer to have an in-person proctor, students may opt out of the virtual proctoring requirement. Opting out of virtual proctoring will require that the student take the assessment in one of the Nashville State's

Testing Centers. In this case, the student will be required to schedule the assessment in accordance with Testing Center policies and adhere to all additional Testing Center procedures, protocols, and requirements.

If choosing to opt-out of virtual proctoring, students must complete the Virtual Proctoring Opt-Out Form using the link found on the Testing Centers website ONE WEEK prior to the exam.

Grading Policy:

All SIMNET items and the quizzes are graded by the supporting software. The reflective learning posts will be graded within one week of the cut-off as shown on the course schedule.

Grading Scale:

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

FA

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. 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)." If you stop attending your course after this date, you will 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.

In this course, simply taking the final exam does **not** qualify as participating after the FA date. When assessing a student's performance as an FA grade, the instructor will be looking to see that ALL required items for one chapter/lesson were completed after the FA date.

FN

An FN is awarded if you have never attended your course or done any of the work in an online course.

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

To protect the privacy, security, and integrity of students' work, no assignments are accepted via email. All projects, quizzes, and discussions must be submitted to the appropriate SIMNET assignment portal, discussion box, and quiz. This allows the grade to be attached to the submitted work within the grading system.

Any work which is not submitted is assigned a grade of zero.

All SIMNET projects and SIMBOOKS can be worked after the due date but the highest grade earned before the exam related to that project (Word, Excel, PowerPoint) is the one carried to the NS Online gradebook.

Repeat: Any SIMNET simulation or project can be worked or reworked after the posted due date. However, once the related exam (Word, Excel, PowerPoint) has been closed, those items may not be worked or reworked for credit.

This gives learners flexibility in planning their study time. It also gives freedom to move ahead if deadlines are missed by simply moving to the next unit.

The application exams cannot be worked and submitted after the due date/deadline. Exams not submitted are awarded a grade of zero.

If the exam is downloaded before the posted due date but submitted after the posted due date, the grade is recorded as a zero.

If you have a tough week and miss a SIMNET project or SIMBOOK chapter, go ahead and work the item prior to the exam deadline. It will be saved in the SIMNET gradebook and carried to the course gradebook. .

Additionally, the instructor understands that learners are adults and have the realities of the adult world to deal with. (The boss requires unexpected overtime; the baby has a bad night; your flu shot wasn't as protective as you had hoped; or the computer crashes just as you sit down to do your work.) The box here shows the number of grades in each category which are dropped before the course grade is calculated to help students navigate the unexpected.

Grading Category	Number of Lowest Grades Dropped
Exams	0
SIMNET Projects (Guided and Independent combined).	2
SIMBOOK Simulations	1
Quizzes	1
Reflective Learning Discussion Posts	0

The idea is that the equivalent of the work for one chapter is dropped. If you complete all required items, the course grade software looks for the lowest items in each grading category and drops the items. If a student misses work, the zero recorded for that week becomes a dropped item up to the number of lowest grades dropped.

Watch exam due dates as they are firm.

Attendance Policy

In this online course, attendance is shown by timely submission of the required work for each week.

Instructor's Policy

The attendance policy for this course is:

In this online course, attendance is signaled by logging on to the NS Online course, participating as prompted. For example, posting to a discussion board, and/or completing and submitting assignments. Campus closures do not affect attendance and assignment completion in online courses.

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- posting to a discussion board
- completing and submitting assignments

Specifically, in this course, first week attendance is shown by:

1. The submission of a competed syllabus quiz.
2. A self-introduction in the discussion forum
3. Registering in SIMNET and completing the Office 365 Introduction simulations (Simbook/Textbook – first chapter).

If you are having difficulty with any of those three tasks, contact the instructor for assistance.

Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction-free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on "mute" until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.

- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on the access to internet and technology website.

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

Check the NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nscc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nscc.edu emails contain important information from college offices, such as Financial Aid.

- Login to your MyNSCC to access your NSCC info and My Self Service.

ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodation include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3363, or e-mail accesscenter@nscc.edu.

Classroom Misconduct

Disruptive conduct is not allowed in the classroom. In a web course, disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. Embed respect and empathy in all student-to-student and instructor-to-student contact to avoid a moment of classroom misconduct. 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

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear Academic Misconduct Policy that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an "F" or a "zero" for such violations or for the semester grade.

The instructor follows the NSCC Student Code of Conduct and assigns a grade of zero to the assignment when there is an instance of a breach of academic integrity.

SIMNET provides academic integrity support. A unique identifying code is embedded in each starter file. If a learner returns a file for grading that does not contain the unique code embedded in the starter file downloaded by that learner, the file is not accepted by SIMNET. If you are not able to upload a file to SIMNET, verify that you are uploading the starter file that was downloaded. The instructor cannot override this function. Work carefully.

Academic Early Alert System

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nscc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: https://www.getrave.com/login/nscc. The instructions for this are listed below.

- 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.

Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- Free tutoring provides assistance beyond the classroom to help you make the most of your college education.
- These resources include NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses.
- Services that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

Equity Statement

Nashville State Community College strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches in order to overcome barriers to success.

Inclement Weather & Campus Closings

You get notices about campus closings in these places: text messages from RAVE and www.nscc.edu. Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

Class Cancellation Policy

Our instructors post messages about cancelling classes in the D2L/NSOnline course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.