



BCA-213 Intermediate Computer Business Apps

Kirkwood Community College

Fall 2017

223 Nielsen Hall

Tuesday-Thursday 9:05-11:05 a.m.

Instructor:	Sandra O'Brien
Other Instructor Information:	<p>Office location: 237A Nielsen Hall Telephone number: 319-398-5546 Email address: sandy.obrien@kirkwood.edu Twitter: @kccsandy Website: www.kirkwood.edu/faculty/sobrien</p> <p>Notes: Please allow up to 48-hours for a response to all messages. In any contact, please proofread, spell-check, professionally write, and include a meaningful subject line such as – Subject: Unit H Problem 3 Question. In the message please give your first and last name, and the course you are contacting me about. Without this information a timely response may be unlikely as additional emails will be needed for clarification.</p> <p>Other email suggestions: Sometimes I get messages like "Hi, this is Sue. I need help with class." I want to help the student, but haven't enough information. A better email or phone message would be "Hi, this is Sue Smith from ICBA. I'm not sure which files to upload for the Unit H, Problem 3 Assignment. My email is suesmith@yahoo.com. Thanks, Sue."</p>
Section Num:	BCA-213-CRF01 (0273139)
Credit hours:	3.0 Hours
Course description:	Extends students' basic knowledge of Microsoft Office applications including Word, Access, Excel and PowerPoint. Students will use practical problems to illustrate business applications.
Prerequisites:	BCA-212 or CSC-110
Course Materials Needed:	<p>Illustrated Series: Microsoft Office 2016 Intermediate. Author: Beskeen. ISBN: 978-1-305-87604-0</p> <p>Flash Drive or access to additional storage</p>
Learning Outcomes, Objectives, and Course Competencies:	<ol style="list-style-type: none"> 1. Extend basic knowledge of Microsoft Office applications. 2. Solve personal computer applications-type problems. 3. Take advantage of the advanced capabilities of word processing, spreadsheet creation, database manipulation, and presentation graphics in a Windows environment. 4. Work in a learn-by-doing environment. 5. Use multitasking, embedding and linking in the integration of Word, Excel, Access, and PowerPoint.

Other Course Information:	<ol style="list-style-type: none"> 1. All work must be done using Microsoft Office 2013 software. 2. Cell phones must be turned off prior to the start of class unless prior arrangements have been made with the instructor. 3. Work designated as “in class” work will only receive points if done during class time on date listed on schedule. 4. Class will start at the time listed. We will start right away so please do not be late.
Microsoft Office 365 for Students:	<p>Kirkwood Community College students are eligible to receive Microsoft Office 365 free for home use. To access this free software, go to the Kirkwood Eagletech store site: http://bookstore.kirkwood.edu/eagletech</p> <p>Look for the orange square and follow the steps listed.</p>
Class Attendance Policy and College Sponsored Activities:	<p>As stated in the Student handbook: In compliance with Public Law 105-244, Kirkwood Community College makes a wide variety of general institutional information available to students. For additional information, go to http://www.kirkwood.edu/studenthandbook</p> <p>Attendance in this course is very important since much of the instruction is done through hands-on activities and modeling. The easiest way to be successful in this course is to attend regularly.</p> <p><i>I accept all excuses for being absent, but if you are absent you will miss the instruction that is provided during class.</i> Sometimes there will be class activities completed during class that <i>can not</i> be made up at a later date. There is no need to bring in doctor’s excuses for being absent, either you are here or you are not.</p> <p><i>A student who has missed half or more of the scheduled class meetings will automatically receive a semester grade of F.</i></p>
Assessment of Student Learning:	<p>Assignments are due on the due date listed on the schedule. Unless specifically stated by the instructor there will be no work time on test days or when in-class work is designated.</p> <p>All work will be uploaded through the Talon Online Learning System unless otherwise noted by the instructor. <i>The time and date stamp assigned by Talon will be used to make the final decision on late or on-time work. If an attachment is not included in the upload, the work will not be regarded as on time.</i></p> <p><i>Daily work will be accepted up to one week after the due date listed on the class calendar but 20% of the scored points will be deducted for late submission.</i></p>

	<p><i>I do not answer questions during tests. You are allowed to use your book and any notes you take during the class but you are not allowed to ask me or any other student questions. Prior to the start of the exam I will walk the class through the directions and allow you to ask questions at that time but once the test starts there will be no talking allowed. If you forget and try to ask a question I will remind you of this policy. If you don't abide by the policy you will be asked to leave and your test will receive zero credit. If you have a computer problem during the test you should try to solve your problem by clicking the undo button, closing and opening the program, or restarting your computer. If none of these things works you should move to another computer.</i></p> <p><i>Make-up tests will only be scheduled if I am contacted regarding the absence prior to the test date on the schedule. Make-up tests must be completed within one week of the original test date. An alternative test will be given for all tests not taken on the original test date.</i></p>																														
Student Grade Reporting:	<p>All grades will be reported using Talon Online Learning System. Students have access to these grades 24 hours per day/7 days per week. During the first day of the course I will demonstrate how to access student grades. After this first demonstration it is up to the student to stay informed on his/her grade progress.</p> <p>Comments will be given when points are deducted, these comments can be accessed by running a grade report.</p> <p><i>Any grade that is more than 30 calendar days old will not be changed.</i> It is your responsibility to check your scores and if there is a mistake bring that to my attention as soon as possible.</p> <p>Grades will be based on total points and earned in the following areas (approximate percentages):</p> <table><tr><td>Attendance and In Class work</td><td>10%</td></tr><tr><td>Production Work</td><td>50%</td></tr><tr><td>Tests and Quizzes</td><td>40%</td></tr></table> <table><tr><td>95-100%</td><td>A</td><td>80-82%</td><td>B-</td><td>67-69%</td><td>D+</td></tr><tr><td>90-94%</td><td>A-</td><td>77-79%</td><td>C+</td><td>63-66%</td><td>D</td></tr><tr><td>87-89%</td><td>B+</td><td>73-76%</td><td>C</td><td>60-62%</td><td>D-</td></tr><tr><td>83-86%</td><td>B</td><td>70-72%</td><td>C-</td><td>Below 60%</td><td>F</td></tr></table> <p>I believe that if you do your best work the first time you do not need extra credit. If you are doing work for a supervisor he/she will want the work done on time and will not give you extra credit to make up for a poor job the first time.</p>	Attendance and In Class work	10%	Production Work	50%	Tests and Quizzes	40%	95-100%	A	80-82%	B-	67-69%	D+	90-94%	A-	77-79%	C+	63-66%	D	87-89%	B+	73-76%	C	60-62%	D-	83-86%	B	70-72%	C-	Below 60%	F
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Plagiarism Policy:	See student handbook http://www.kirkwood.edu/studenthandbook
Campus Closings and Emergency Information:	See student handbook http://www.kirkwood.edu/studenthandbook
Learning Environment Expectations:	<p>It is expected that all students will act in accordance with college policies for a productive classroom environment. It is also expected that all students will treat everyone in the class with respect and courtesy. This includes, but is not limited to, appropriate language and gestures.</p> <p>Please silence all pagers and cell phones prior to coming into class.</p>
Americans with Disabilities Act:	Students with disabilities who need accommodations to achieve course objectives should file an accommodation application with Learning Services, Cedar Hall 2063 and provide a written plan of accommodation to your instructor prior to the accommodation being provided.
MOS Certification:	Students taking BCA213 Intermediate Computer Business Applications will be completing the national certification exams to be Microsoft Office Specialist. Students are required to pass two of the four certification exams (Microsoft Access, Excel, PowerPoint, or Word).
Final Exam Information:	The final exam for this class is scheduled on <i>Thursday, December 14, 2017, 8:00-9:50 a.m.</i>

This workforce solution is funded by the IHUM Consortium which is 100% financed through a \$15,000,000 grant from the U.S. Department of Labor's Employment & Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This work is licensed under the Creative Commons Attribution 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>.

