



# SAN JUAN COLLEGE

## **HITP 116 Computerized Business Applications Section Name Section Credit Hours Credits Syllabus**

### **Section-specific Course Description:**

## Course Level Objectives

1. Show ability to install software applications.
2. Create and modify a Word document.
3. Construct and format an Excel workbook. I.D.2.
4. Develop and customize a PowerPoint presentation. I.D.2.
5. Build and edit an Access database. I.D.1.
6. Explain various features found in the Microsoft Office Applications.
7. Describe how Microsoft Office applications may be utilized in a professional setting.
8. Discuss the uses for database applications in the healthcare industry. I.D.1.

## Required Texts and/or Materials



### **Microsoft Office 365: In Practice, 2019 Edition**

9781260079906

Randy Nordell

McGraw-Hill Education

2019-04-02

This is a bundle that comes with a SIMnet access code. If you purchase this book outside of the SJC bookstore, you will still need to purchase the access code for SIMnet.

## Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

## Course Requirements

Students will do the following activities:

- Complete online assignments in SIMnet
- Create Word documents
- Create Excel spreadsheets
- Create PowerPoint presentations
- Create queries and reports using Access
- Participate in Discussions
- Complete exams on the topics of Word, Excel, PowerPoint and Access in SIMnet
- Complete a PROCTORED Final Exam

## Other Classroom Policies and Expectations

All coursework (assignments, discussions, etc.) must be submitted through CANVAS. No handwritten work will be accepted under any circumstances.

All work should be submitted on time unless prior arrangements have been made with the instructor. Late work is subject to a reduction in credit. Incompletes will only be granted under extreme circumstances. What constitutes an extreme circumstance will be under the discretion of your instructor.

If work is submitted late, the following method will be used for grading:

- A 10% grade penalty will be assessed for work up to twenty-four hours late; an additional 10% will be assessed for each additional day the work is late up to one week (7 days). No work will be accepted after one week. Late discussion posts will not receive credit.
- Your instructor may decide in the case of a legitimately extenuating circumstance to waive the late penalty; if not, the penalty will be enforced as described.

Under no circumstances may work be submitted after the last day of the semester unless an incomplete grade has been requested and granted beforehand.

## Grading

Final grades are calculated based on the following...

This course uses weighted grades for final grade calculation.

What does it mean to weight a grade? When grades are weighted, some assignments (e.g. Final Exam) or categories of assignments (e.g. Quizzes) count more than others.

Why not just assign more points to the things that are harder? In a perfect world this would work. However, there is far more flexibility in weighting grades. If an instructor decides that quizzes should make up 25% of the total points in a course, it doesn't matter whether there is 1 quiz, 5 quizzes or, heaven forbid, 50 quizzes. The total points earned for the quizzes still makes up 25% of the final grade.

If an instructor decides to increase or decrease the workload based on the particular needs of any group of students, weighted grades make that easy. In a scenario where grades are weighted by category and the number of assignments in a category changes, no changes to the course points or course guide would be necessary. If, on the other hand, the point system was used, and a change to the course assignments is needed, the total points for the class would change and the course guide would need to be updated.

How are the points for a weighted item calculated? Multiply each score over the total points possible by the weight. For example, the midterm is worth 100 points. If you earned 90/100 the calculation would be  $.25(90/100) = .225$ . Expressed as a percent, you earned 22.5%

To determine final grades, use the calculations above along with the table below...

Category	Weight
Exams	25%
SIMnet Lessons	15%
Discussions	10%
Projects	40%
Final Project	15%
Total	100%

## Course Time Commitment

Students are expected to spend approximately 9-12 hours per week for a 3-credit online course. This can include spending time in Canvas completing assignments, reading material outside of the online classroom, and participating in various other activities which support success in the course.

## Canvas Participation and Expectations

You should log into Canvas at least 2-3 times per week.

## Participation and Attendance Policy

You should get in the habit of logging into your online class at least two to three times per week to check for announcements and mail messages from your instructor. You are responsible for any new information posted to the class.

## Instructor Response Times & Regular Interaction Expectations

Response time for messages in Canvas or by email is typically 24 hours. If circumstances prohibit this time-frame from being adhered to, students will be notified ahead of time. Grades for assignments, if not automatically entered, are typically entered into the grade book within a week after the assignment is due. Again, if something prohibits grades from being entered (i.e. being out of town for a conference) students will be notified ahead of time.

## Key Dates to Remember

[Full Academic Calendar](#)

## Course Schedule

Exact schedule with due dates will be determined by instructor.

## Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For password reset and and Canvas support, visit the [Student Technology Guide](#) website.

## Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

## Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

### **Academic Support and Resources**

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

### **Student Support and Resources**

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

## College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

# Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

## **Contagious diseases and your responsibility:**

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

## **Safety on campus and your responsibility:**

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

## Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

## Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical

testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.