3. For students absent on a day in which an in-class assignment is given, the assignment may be made up within one week resulting in a <u>20-percent penalty</u>. No late in-class assignment will be accepted after the one-week deadline.
4. All homework assignments not submitted on the assigned due date will be accepted within one week's time resulting in a <u>20-percent penalty</u>.
5. Any assignment not submitted within one week of the due date will receive a grade of zero (0). (Assignments are considered any application, exercise, or other assigned work.)
6. In extreme cases classwork policies may be adjusted by the instructor.
   (i.e.: documented covering the dates of the missing work).

EXTRA ASSISTANCE:

Students may receive extra class assistance during faculty office hours or by making an appointment with the instructor. <u>This time is not intended to make up missed class time</u>. Each instructor will clearly list when these office hours are held.

Students are encouraged to seek help as often as necessary to attain a clear understanding of the concepts involved in a course.

GRADING SCALE:

The following standards will be used for numerical averages and letter grade equivalents for work submitted in the Business Studies Department:

Numerical Grade	Letter Grade
100 - 97	A+
96 - 94	A
93 - 90	A-
89 - 87	B+
86 - 84	B
83 - 80	B-
79 - 77	C+
76 - 74	C
73 - 70	C-
69 - 67	D+
66 - 64	D
63 - 60	D-
Below 60	F

Please be aware that there is no A+ designation for the course final grade, but these grades will be used within the class to indicate superior or inferior work.

GENERAL EXPECTATIONS:

Students are expected to:

1. Attend all classes, arrive promptly and remain until dismissed.
2. Come prepared for class.
3. Have all necessary books and materials.

Available Support Services

Tutoring ,The Writing Center, Available Academic Services: The Academic Success Center | Room 100 offers academic support services which are open to all NCC students looking for additional help with their college assignments. Math tutoring and Writing assistance are available. The Writing Center is for any student seeking assistance with the writing process for any class, not just English Composition. For more information and to view the tutoring schedules view here: http://www.nashuacc.edu/student-services/academic-success-center

Classroom Accommodations: Students who have a documented disability (physical, learning, or mental health) and require reasonable classroom accommodations must meet with the Disabilities Support Coordinator to set up a NCC Reasonable Accommodation Plan (RAP). If you had an IEP or 504 in high school, you may qualify for a plan. If you would like more information or if you are not sure if you qualify for a plan, please contact Jodi Quinn, Disabilities Support Coordinator, located in The Academic Success Center (Room 100), 603-578-8900 ext. 1451. View additional information and the application here:
http://www.nashuacc.edu/student-services/academic-success-center/disability-services
In order to receive classroom accommodations, it is the student's responsibility to meet with his/her instructor privately and provide a hard copy of the signed Reasonable Accommodation Plan (RAP) each term the student wants to utilize classroom accommodations even if the student has had that instructor in a previous term.

Audio Record Classroom Lecture: Please note that as a student in this class, you may have a classmate who by permission can audio record class lectures for his/her learning purposes. **Only students with prior written permission** from the instructor or the Disabilities Support Coordinator may audio record class lectures - *for educational purposes only*. Students who audio record class lectures are prohibited from selling, transcribing, or distributing the recordings in *any manner* and are asked to delete the recordings when it is no longer essential for their learning purposes.

Title IX Statement: Classroom instructors at Nashua Community College are encouraged to create and maintain a safe learning environment in which students feel able to share opinions and related

Course Calendar

Week	Topic	Targeted Competencies* See Page 2	Assignment Due
1	Module 1-Word	1	
2	Module 2-Word	1	Module 1 Word
3	Module 3-Word	1	Module 2 Word
4	Exam 1 on Word	1	Module 3 Word
5	Module 1-Excel	2	Exam on Word
6	Module 2-Excel	2	Module 1 Excel
7	Module 3-Excel	2	Module 2 Excel
8	Exam 2-on Excel	2	Module 3 Excel
9	Module 1-PowerPoint 1	3	Exam on Excel
10	Module 2-PowerPoint 2 Module 3-PowerPoint 3	3	Module 1 PowerPoint
11	Module 1-Access	4	Module 2 and 3 PowerPoint
12	Module 2-Access	4	Access 1 Module
13	Module 3-Access	4	Access 2 Module
14	Exam 3-Access	4	Access 3 Access Exam
15	Final Exam. Capstone Project-20% PowerPoint Presentation-10%	1,2,3,4 4	Capstone Due PowerPoint Presentation Due PowerPoint will be presented to the class

*Targeted competencies refer to the established course competencies listed above.

For ease – each competency is numbered.

This calendar is subject to change