

AUSTIN COMMUNITY COLLEGE
DEPARTMENT OF COMPUTER STUDIES AND ADVANCED TECHNOLOGY

Course Syllabus: BCIS 1305 – Business Computer Applications
Synonym 15878 – Fall 2010

Lecture: RVS 9111 Tuesday, Thursday 9:30 – 10:50 AM
Lab: RVS 9138 Thursday 8:35 – 9:25 AM

Instructor: Kriston Carson

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Office Hours: Monday 1:20 – 2:30 PM
Tuesday 8:15 – 9:15 AM
12:20 – 1:30 PM
Wednesday 8:30 – 9:00 PM
1:20 – 2:30 PM
Thursday 1:20 – 2:20 PM
(or by appointment)

Course Description: Computer terminology, hardware, software, operating systems, and information systems relating to the business environment will be covered. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

Pre-requisite: E-Reading and Writing.

Texts:

Lecture Text: *Management Information Systems for the Information Age, eighth edition*, Haag and Cummings; McGraw-Hill Irwin, 2010. ISBN-13 978-0-07-337678-3

Lab Text: *Marquee Series Microsoft Office 2007 Brief Edition*, Rutkosky, Seguin and Rutkosky, EMC Paradigm, 2008. ISBN-13 978-0-76382-959-9

Instructional Methodology: This course will have both lecture and lab each week. If the students are unable to finish the assigned lab work within the lab time, they will need to visit the CIS open labs.

Course Rationale: This course is designed to teach students the theoretical approach to information technology and management information systems within a business/computer science environment. Practical business computer applications will emphasize word processing, spreadsheets, databases, presentation software, and electronic commerce of the Internet. Since this course is designed to transfer into a bachelor degree program, check with your degree plan as to what computer science course your college requires.

Grade Policy:

Grade will be assigned based both on concepts and practical application. Exams, quizzes, and lab projects will be a part of the grade. An overall grade will be assigned on the following grading scale:

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
0% - 59%	F

Each student's grade for this course consists of 3 non-comprehensive exams, 4 group projects and presentations, 12 Chapter Quizzes, and 12 Microsoft Office 2007 exercises. Each group member will fill out an evaluation of the relative contribution of other group members which will be used to determine the grade each group member receives on the project. The grade breakdown is as follows:

EXAM 1	20%
EXAM 2	20%
EXAM 3	20%
Microsoft Office 2007 Labs	20%
Chapter Quizzes	10%
4 Group Projects	10%
Final Exam (optional)	
TOTAL	100%

Each Microsoft Office 2007 Exercise is due during the next scheduled *class* following the laboratory. Late papers will be accepted for one week with a late penalty of 20%. ***No credit will be given for exercises received after one week.*** Scheduling of computer time outside of regular lab time is the student's responsibility. Availability of computers is **NOT** an excuse for being late with any assignment.

There are no makeup exams given in this course. Students may take the optional comprehensive final exam and replace their lowest exam grade with their score on the final (this applies to either one missed exam OR the lowest exam grade if all three exams have been taken). If the final grade is lower than all other exam grades, the original grades will be retained.

Students are expected to read and study the assigned material, per the course schedule, **BEFORE** each class. Chapter quizzes **MUST BE TAKEN BEFORE THE EXAM** that covers that chapter to receive any credit for the quiz.

BCSI 1305 Fall 2010 Course Schedule :

Week	Date	Lecture Topic(s)	Laboratory Activities
1	8/24 8/26	Course Introduction Module B: WWW/Internet	Lab Orientation
2	8/31 9/2	Chapter 1: Info. Age in which You Live Chapter 1	PowerPoint Section 1
3	9/7 9/9	Chapter 2: Strategic and Competitive Advantage Chapter 2, [Assign Group Project 1]	PowerPoint Section 2
4	9/14 9/16	Module A: Hardware and Software Present Group Project 1 , Review EXAM 1 (Chapters 1-2, Modules A and B)	Excel Section 1
5	9/22 9/23	EXAM 1: Chapters 1-2, Modules A and B Chapter 3: Databases and Data Warehouses	Excel Section 2
6	9/28 9/30	Chapter 4: Decision Support and Artificial Intelligence Chapter 4	Excel Section 3
7	10/5 10/7	Module D: Decision Analysis with Spreadsheet Software Module D; [Assign Group Project 2]	Word Section 1
8	10/12 10/14	Chapter 5: Electronic Commerce Chapter 5 (continued)	Word Section 2
9	10/19 10/21	Present Group Project 2 Review EXAM 2 (Chapters 3, 4, 5, Module D)	Word Section 3
10	10/26 10/28	EXAM 2: Chapters 3, 4, 5, Module D Chapter 6: System Development	Access Section 1
11	11/2 11/4	Chapter 6, [Assign Group Project 3] Chapter 7: IT Infrastructures	Access Section 2
12	11/9 11/11	Module E: Network Basics Module H: Computer Crime and Digital Forensics	Access Section 3
13	11/16 11/18	Present Group Project 3 Review EXAM3 (Chapters 6, 7, Modules E, H) [<i>Assign Group Project 4</i>],	Integrating Word, Excel, Access, and PowerPoint
14	11/23 11/25	EXAM 3: Chapters 6, 7, Modules E, H HOLIDAY- NO CLASS	Work on Group Project 4
15	11/30 12/2	Work on Group Project 4 Work on Group Project 4	Work on Group Project 4
16	12/7 12/9	Present Group Project 4 Optional Comprehensive Final Exam	NO LAB

Note: The instructor has the prerogative to change the course schedule as required.

Course Policies:

Academic Integrity

A student is expected to complete his or her own projects and tests. Students are responsible for observing the policy on academic integrity as described in the current ACC Student Handbook, under “Student Discipline Policy, Section C”.

The penalty assessed will be in accordance with the current ACC Student Handbook policy. See <http://www.austincc.edu/handbook/policies4.php> for more information.

For this course, the penalty for scholastic dishonesty is a grade of 'F' for the course.

Incomplete

A student may receive a temporary grade of "I" (Incomplete) at the end of the semester only if all of the following conditions are satisfied:

1. The student is unable to complete the course during the semester due to circumstances beyond their control.
2. The student must have earned at least half of the grade points needed for a "C" by the end of the semester.
3. The request for the grade must be made in person at the instructor's office and necessary documents completed.
4. To remove an "I", the student must complete the course by two weeks before the end of the following semester. Failure to do so will result in the grade automatically reverting to an "F".

Freedom of Expression Policy

It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

Tutoring

Free tutoring is provided for this course both on line and face-to-face. For schedules and details please refer to <http://www.austincc.edu/cit> .

Attendance / Withdrawal

Students are expected to attend classes and will be held responsible for all material covered in class. Regular attendance helps ensure satisfactory progression towards completion of the course.

It is the student's responsibility to complete a Withdrawal Form in the Admissions Office if they wish to withdraw from this class. The instructor may withdraw students from this class if their absences exceed 10% of the total number of class meetings or if the student fails to attempt 4 graded assignments by the last date to receive credit. The last date to withdraw for this semester is **November 18, 2010**. It is not the responsibility of the instructor to withdraw the students from their class even though the instructor has the prerogative to do so under the above listed circumstances.

ALERT: State law permits students to withdraw from *no more than six courses* during their undergraduate career at Texas public colleges or universities, regardless of how many colleges

are attended. Students who entered college before fall 2007 are not affected. Ask a counselor for details.

Student Files – Privacy

The information that a student stores in his/her student volume in the Computer Studies Labs may be viewed by their instructor for educational and academic reasons.

Students with Disabilities

Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to make this request three weeks before the start of the semester. (Refer to the current [ACC Student Handbook](#)).

Communication

The ACC online Blackboard system <http://acconline.austincc.edu> will be used as the official communication system during this semester. All handouts and announcements will be posted on this system. All students are expected to check this system and their email on a regular basis. A brief orientation will be provided during the first class laboratory period. For information on how to log onto Blackboard 8.0 and ACCmail please visit the following site: <http://irt.austincc.edu/blackboard/stlogin.html>.

Use of Electronic Devices

The use of cell phones, pagers, and personal electronic devices are not allowed at any time in the class or lab. The use of a laptop computer in class or lab is restricted to instructor approved activities. Please turn off ALL phones upon entry into the class, failure to do so will result in a deduction of points from your overall grade.

Course Objectives / Learning Outcomes:

1. Gain familiarity with the concepts and terminology used in the development, implementation and operation of business application systems.
2. Explore various methods that Information Technology can be used to support existing businesses and strategies.
3. Investigate emerging technology in shaping new processes, strategies and business models.
4. Achieve hands-on experience with productivity/application software to enhance business activities.
5. Accomplish projects utilizing business theories, team work, Internet resources and computer technology.
6. Work with simple design and development tasks for the main types of business information systems.

SCANS Competencies:

- Students select relevant goal-related activities, rank them in order of importance, allocate time to these activities, and understand, prepare and follow schedules.
- Students acquire and evaluate information.
- Students organize and maintain information.
- Students interpret and communicate information.
- Students use computers to process information.
- Students contribute to group effort.
- Students work well with men and women from diverse backgrounds.
- Students know how social, organizational and technological systems work and operate effectively with them.
- Students understand overall intent and proper procedure for setup and operation of equipment.
- Students locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.
- Students receive, attend to, interpret, and respond to verbal messages and other cues.
- Students specify goals and constraints, generate alternatives, consider risks, and evaluate and chooses best alternative.
- Students recognize problems and devise and implement plan of action.
- Students organize and process symbols, pictures, graphs, objects, and other information.
- Students use efficient learning techniques to acquire and apply new knowledge and skills.
- Students discover a rule or principle underlying the relationship between two or more objects an apply it when solving a problem.
- Students exert a high level of effort and persevere towards goal attainment.
- Students believe in own self-worth and maintain a positive view of self.
- Students demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings.
- Students assess self accurately, set personal goals, monitor progress, and exhibit self-control.
- Students choose ethical courses of action.