AUSTIN COMMUNITY COLLEGE
DEPARTMENT OF COMPUTER STUDIES AND ADVANCED TECHNOLOGY

Course Syllabus: BCIS 1305 – Business Computer Applications
Synonym 08334 Section 023 – Fall 2016

Lecture: Round Rock Campus (RRC), RRC2 2220, MW 7:35 pm – 8:55 pm
Lab: Round Rock Campus (RRC), RRC2 2220, MW 8:55 pm – 9:20 pm

Instructor: Kathryn A. (Kathy) Ziaja
Voice Mail: (512) 223-1790, ext. 26555 (voicemail only)
Office Hours: MW 7:00 pm – 7:30 pm (30 minutes before class) in RRC 2210 Faculty offices or
     by appointment.
E-mail: kziaja@austincc.edu
Home page: http://www.austincc.edu/kziaja

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.

Approved Course Texts/Readings:

Required Textbook:

Experiencing MIS, *6th edition*, custom ACC bundle, by David M. Kroenke and Randall J. Boyle; Pearson Publishing, 2015. (ISBN 978-1-32-323592-8) **Only this ISBN number and special edition of the book will work for the course and will only be available at ACC bookstores and other local bookstores.**

The bundle will provide you with the book and an access code, which will be used to gain access to the MyITLab online site at www.myitlab.com providing many resources, including the *Experiencing MIS* e-book, an Office 2013 e-book, the Office Workshops, Dynamic Study Modules, Chapter Simulation exercises, and other study resources.

Required Software:

Microsoft Office 2013 is the required software for the course. The majority of the course has been designed to use almost any device with or without Microsoft Office 2013; however, for the Office Labs you must use a device with Microsoft Office 2013.

Instructional Methodology: This course will have 75% lecture and 25% laboratory. The CIS open labs are available for students for work outside of scheduled lab time.

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 business computer courses the transferring college requires.

Course Objectives / Learning Outcomes:

1. Recognize the concepts and terminology used in the development, implementation and operation of business application systems.
2. Summarize various methods describing how Information Technology can be used to support existing businesses and strategies.
3. Investigate emerging technology in shaping new processes, strategies and business models.
4. Develop hands-on experience with productivity/application software to enhance business activities.
5. Complete projects that require the integration of business theories, team work, Internet resources and computer technology.
6. Compare and contrast the design and development tasks for the main types of business information systems.

SCANS (Secretary's Commission on Achieving Necessary Skills) Competencies:

Refer to http://www.austincc.edu/cit/courses/scans.pdf for a complete definition and explanation of SCANS. The following list summarizes the SCANS competencies addressed in this particular course:

RESOURCES	INTERPERSONAL	INFORMATION	SYSTEMS
1.1 Manages Time	2.1 Participates as a member of a team 2.6 Works with Cultural Diversity	3.1 Acquires and Evaluates Information 3.2 Organizes and Maintains Information 3.3 Uses Computers to Process Information	4.1 Understands Systems
TECHNOLOGY 5.2 Applies Technology to Task	**BASIC SKILLS** 6.1 Reading 6.5 Listening	**THINKING SKILLS** 7.2 Decision Making 7.3 Problem Solving 7.4 Mental Visualization 7.5 Knowing How to Learn 7.6 Reasoning	**PERSONAL SKILLS** 8.1 Responsibility 8.2 Self-Esteem 8.3 Sociability 8.4 Self-Management 8.5 Integrity/Honesty

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:

Exam 1	180 points	180 points total	54%
Exam 2	180 points	180 points total	
Exam 3	180 points	180 points total	
3 Group Projects and presentations	points vary	160 points total	16%
12 Chapter Quizzes	10 points each	120 points total	12%
12 Microsoft Office 2013 Labs	15 points each	180 points total	18%
TOTAL		**1000 points**	**100%**

There are no makeup EXAMS in this course. If you miss an exam you will receive a grade of ZERO for that exam.

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.

Microsoft Office 2013 Labs are due by the end of the week following the week in which the lab is assigned in the Course Schedule. Partial credit may be given for labs turned in after the due date. 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.

The last date to submit assignments for consideration this semester is *Friday, December 9th, 2016*.

Course/Class 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 Student Policies Handbook.

The penalty assessed will be in accordance with the current policy.

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 online and face-to-face. For schedules and details please refer to http://cis.austincc.edu/.

Attendance / Withdrawal
Regular and punctual class and laboratory attendance is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.

It is the student's responsibility to complete a Withdrawal Form in the Admissions Office if they wish to withdraw from this class. **The last date to withdraw for this semester is *Monday, November 28th, 2016*.** 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.

Students who enroll for the third or subsequent time in a course taken since Fall 2002 are charged a higher tuition rate. State law permits students to withdraw from no more than six

courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regard this policy can be found in the ACC College Catalog.

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. See current ACC Student Policies at: http://www.austincc.edu/support-and-services/services-forstudents/student-accessibility-services-and-assistive-technology.

Communication
The ACC online Blackboard system http://acconline.austincc.edu and the ACCmail accounts will be used as the official communication system during this semester. Lecture notes, handouts, changes to course schedule or assignments and your grades will be posted on Blackboard and all email communication will be via the ACCmail accounts. All students are expected to check both Blackboard and their ACCmail accounts on a regular basis. For information on how to log onto Blackboard and ACCmail please visit the following sites:
http://irt.austincc.edu/blackboard/StudentSupport.php and http://www.austincc.edu/google/.

Safety Statement
Each student is expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency posters and Campus Safety Plans are posted in each classroom. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at http://www.austincc.edu/emergency/.

Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be immediately dismissed from the day's activity, may be withdrawn from the class, and / or barred from attending future activities.

BCIS 1305 – Business Computer Applications
Course Schedule
Synonym 08334 Section 023 – Fall 2016

Wk #	Date	Lectures: *Experiencing MIS:* **Reading, Group Project, Quiz, and Exam material**	Lab Assignments: **Office 2013 Labs**
1	8/29	Course Introduction Chapter 1: Importance of MIS	Lab Orientation
	8/31	Chapter 1: Importance of MIS (continued)	
2	9/5	LABOR DAY - NO CLASS	**PowerPoint Workshop 1**
	9/7	Chapter 2: Business Processes, Information Systems, Information *[Assign Group Project 1]*	
3	9/12	Chapter 3: Strategy, IS and Competitive Advantage	**PowerPoint Workshop 2**
	9/14	Chapter 3: Strategy, IS and Competitive Advantage (continued)	
4	9/19	Chapter 4: Hardware and Software	**Excel Workshop 1**
	9/21	Chapter 4: Hardware and Software (continued)	
5	9/26	**Present Group Project 1**	**Excel Workshop 2**
	9/28	Review for Exam 1	
6	10/3	**EXAM 1: Chapters 1-4**	**Excel Workshop 3**
	10/5	Chapter 5: Databases	
7	10/10	Chapter 6: The Cloud *[Assign Group Project 2]*	**Excel Workshop 4**
	10/12	Chapter 6: The Cloud (continued)	
8	10/17	Chapter 7: Organizations and IS	**Word Workshop 1**
	10/19	Chapter 7: Organizations and IS (continued)	
9	10/24	Chapter 8: Social Media IS	**Word Workshop 2**
	10/26	Chapter 8: Social Media IS (continued)	
10	10/31	**Present Group Project 2**	**Access Workshop 1**
	11/2	Review for Exam 2	

11	11/7	**EXAM 2: Chapters 5-8**	**Access Workshop 2**
	11/9	Chapter 9: Business Intelligence *[Assign Group Project 3]*	
12	11/14	Chapter 9: Business Intelligence (continued)	**Access Workshop 3**
	11/16	Chapter 10: Security IS	
13	11/21	Chapter 10: Security IS (continued)	**Access Workshop 4**
	11/23	Chapter 11: Management IS	
14	11/28	Chapter 11: Management IS (continued)	Work on Group Project
	11/30	Chapter 12: IS Development	
15	12/5	Chapter 12: IS Development (continued)	Work on Group Project
	12/7	**Present Group Project 3**	
16	12/12	Review for Exam 3	
	12/14	**EXAM 3: Chapters 9-12**	

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

Students are expected to read and study the assigned material, per the course schedule, **BEFORE** each class, **this includes the laboratory assignments and group projects!!**