



Business Computer Applications BCIS-1305

Spring 2012

01/17/2012 - 05/13/2012

Course Information

Section 016 *Lecture*

TTh 9:00PM - 10:20AM

RVSG 9113

Letitia Keller

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Section 016 *Laboratory*

Th 10:30PM - 11:25AM

RVSG 9138

Letitia Keller

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Office Hours

- M 1:45 - 2:45
RVSG 9139
OR BY APPOINTMENT
- TTh 12:00 - 1:00
RVSG 9139
OR BY APPOINTMENT

COURSE DESCRIPTION/RATIONALE

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

This course is designed to be an introductory computing concepts course...The intent of the course is to teach the basics of hardware, software, program design, computer ethics, systems software, application software and the role of computing in society today. A software suite is also used in the lab to create documents, spreadsheets, databases and presentations. There is also an internet component that will be taught in the course. This course transfers to many universities and colleges and is included in the following ACC degree plans:

- Associate of Applied Science – Computer Programming
- Associate of Applied Science – Web Programming
- Associate of Applied Science – Local Area Network Administration
- Associate of Applied Science – User/Desktop Support
- Associate of Applied Science – Game programming
- Associate of Applied Science – Microcomputer Application Support

Pre-requisite: Reading and writing skills as determined through ACC policy and demonstrated by a passing score on an ACC assessment test or TASP test or TASP equivalent.

Instructional Methodology

This course will have 3 hours lecture and 1 hour lab each week. If students are unable to complete the assigned lab work within the lab time, they will need to finish outside of class. One location for working on the assignments is in the CIS open labs. See <http://www.austincc.edu/cit/> for Open Lab schedules and phone.

STUDENT LEARNING OUTCOMES/LEARNING OBJECTIVES

Student Learning Outcomes/Learning Objectives: After successful completion of this course, the student should be able to:

1. Summarize why people use computers and the history behind where we are today
2. Describe what a computer system is and how it functions
3. Identify the different types and sizes of computers
4. Illustrate how a computer is built and give examples of how it works
5. Define and distinguish between systems and application software
6. List the different types of systems software and compare their usage
7. List the different types of application software and compare their usage
8. Express the functions of a network, a network Operating System and identify and sketch different network configurations
9. List common programming languages, differences between them and when each is used, and describe how programs are developed using compilers and link editors
10. Interrelate Information Systems and the System Development Life Cycle (SDLC) and give examples of each phase of the SDLC
11. Categorize and discuss issues of computer-related ethics, privacy, integrity and the laws pertaining to these issues

READINGS

(1) Management Information Systems for the Information Age, eighth edition, Stephen Haag and Maeve Cummings, McGraw-Hill Irwin, 2010. (ISBN-13 978-0-07-337678-3, MHID 0-07-337678-7)

(2) Marquee Series Microsoft Office 2010 Brief Edition, Rutkosky, Seguin and Rutkosky, EMC Paradigm, 2008. (ISBN-13 978-0-76382-959-9, MHID 0-76382-959-5)

(BOTH ARE REQUIRED)

COURSE REQUIREMENTS

Stay on top of your course work. It will include:

- 3 non-comprehensive exams covering lecture material
- 13 lab projects: Word(2), PowerPoint(2), Excel(3), Access(3), Integrating(1), Haag text (2)

Students are expected to read and study the assigned material, per the course schedule, BEFORE each class. This will be needed in order to complete work done in class.

Lab projects will be submitted electronically via the ACC Blackboard system. No credit will be given for late projects received after **April 23**.

There are no makeup EXAMS in this course. If you miss an exam you will receive a grade of ZERO for that exam until you discuss with Ms Keller how your grade may be changed.

Grade Policy:

Grade will be based both on concepts and practical application. Textbook will be tested on each exam. An overall grade will be assigned on the ACC grading scale:

Grades will be weighted using these percentages:

90% - 100%	A	Exam average	65%
80% - 89%	B	Lab assignments	35%
70% - 79%	C		
60% - 69%	D		
0% - 59%	F		

COURSE/CLASS POLICIES

Academic Integrity

A student is expected to complete his or her own projects and exams. Students are responsible for observing the policy on academic integrity described in the Current Students Need to Know at <http://www.austincc.edu/current/needtoknow/>. It is under “Student Standards of Conduct and Disciplinary Process”. The penalty assessed will be in accordance with the current Need to Know.

“Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their own thought, research or self-expression. Academic work is defined as, but not limited to exams, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework”.

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.

Attendance / Withdrawal Policy

Students are expected to attend classes and will be held responsible for all material covered in class. Regular attendance helps ensure satisfactory progress 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. The last date to withdraw for this semester is **April 23**. 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 for new students: No more than six course withdrawals throughout your undergraduate education, regardless of how many colleges you attend. Students who entered college before fall 2007 are not affected. Ask a counselor for details.

Students with Disabilities Policy

“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 Students Need to Know at <http://www.austincc.edu/current/needtoknow/>)”

Student Privacy Notice

Grades will only be posted in the Blackboard secure Web site. Others can not see your grades unless you show the grades to him/her.

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.

Testing Center Policy (Open Campus Sections Only)

The academic testing center is to be used for regular testing of open campus students only. All other sections will use the classroom time for regular testing and the testing center may be used to administer make-up tests.

Free Tutoring Available

Free tutoring is provided for this course both on line and face-to-face. Face-to-face tutoring is provided at Rio Grande in Room 114 (see schedules posted on the door). For online schedules and details please refer to <http://www.austincc.edu/cit>.

Communication

The ACC online Blackboard system <http://acconline.austincc.edu> will be used as the official communication system during this semester. Lecture notes, handouts, presentations, announcements, changes to course schedule or assignments and your grades will be posted on this system. All students are expected to check this system on a regular basis. A brief orientation will be provided during the first class laboratory period. For information on how to log onto Blackboard please visit <http://irt.austincc.edu/blackboard/stlogin.html>.

Use of Electronic Devices

The use of cell phones, pagers and personal electronic devices is not allowed at any time in the class or lab. Turn your cell onto vibrate before you enter the classroom. Should you need to answer a call, please step out of the classroom. Thank you. Following these rules will enhance learning and show respect for everyone.

COURSE SUBJECTS

Computer Hardware and Software

The Information Age in which You Live: Changing the Face of Business

Major Business Initiatives: Gaining Competitive Advantage With IT

Databases and Data Warehouses: Building Business Intelligence

XLM/C: Designing Databases and Entity Relationship Diagramming (and UML)

Decision Support and Artificial Intelligence: Brainpower for your Business

Decision Analysis with Spreadsheet Software

Network Basics

The World Wide Web and the Internet

Electronic Commerce: Strategies for the New Economy

System Development: Phases, Tools and Techniques

Protecting People and Information: Threats and Safeguards

Computer Crime and Digital Forensics

Enterprise Infrastructure, Metrics and Business Continuity Planning

Emerging Trends and Technologies: Business, People and Technology Tomorrow

Careers in Business

Building a Web Page with HTML

Building an E-Portfolio

Created: 1/16/2012

Business Computer Information Systems

TTh Course Schedule – Lecture and Lab

The Professor can change this schedule at any time to insure optimum learning for the class

Week	Date	Lecture (T, Th)	Lab (Th)
1	1/17 1/19	Ch 1 – The Information Age in which You Live: Changing the Face of Business XLM/A: Computer Hardware and Software	Orientation & prepare for Word assignments
2	1/24 1/26	Ch 2 – Major Business Initiatives: Gaining Competitive Advantage Using IT	Word Section 2
3	1/31 2/2	Ch 3 – Databases and Data Warehouses: Building Business Intelligence XLM/C: Designing Databases and Entity Relationship Diagramming (and UML)	Word Section 3
4	2/7 2/9	Ch 4 – Decision Support and Artificial Intelligence: Brainpower for your Business	PowerPoint Section 1
5	2/14 2/16	Exam 1: Ch 1 - 4, XLM/A, C	PowerPoint Section 2
6	2/21 2/23	XLM/E: Network Basics XLM/B: The World Wide Web and the Internet	Excel Section 1
7	2/28 3/1	Ch 5 – Electronic Commerce: Strategies for the New Economy	Excel Section 2
8	3/6 3/8	Ch 6 – System Development: Phases, Tools and Techniques	Excel Section 3
SPRING BREAK			
9	3/20 3/22	Exam 2: Ch 5 – 6, XLM/E, B Ch 8 – Protecting People and Information: Threats and Safeguards	
10	3/27 3/29	XLM/H: Computer Crime and Digital Forensics Guest speaker	Access Section 1

11	4/3 4/5	Ch 7 – Enterprise Infrastructure, Metrics and Business Continuity Planning	Access Section 2
12	4/10 4/12	Ch 9 – Emerging Trends and Technologies: Business, People and Technology Tomorrow	Access Section 3
13	4/17 4/19	XLM/K – Careers in Business Planning an E-Portfolio	Integrating Programs
14	4/24 4/26	Web Page Design	XLM/I: Building an E-Portfolio
15	5/1 5/3	XLM/F	XLM/F: Building a Web Page with HTML
16	5/8 5/10	EXAM 3: Ch 7-9, XLM/F, H, I, K	