

# Business Computer Applications - BCIS-1305

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## AUSTIN COMMUNITY COLLEGE DEPARTMENT OF COMPUTER STUDIES AND ADVANCED TECHNOLOGY

Lecture/Lab	Northridge 4250/4230
Saturdays	9:40 am to 12:20 pm/12:30 pm to 1:25 pm
Instructor	M Ally
Office Telephone	512-791-0958
Office	Northridge, Part-time Faculty Office
Office Hours	Saturdays 1:25 pm to 2:25 pm
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### Course Description/Rationale

#### Course Description

BCIS 1305 Business Computer Applications will cover computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The course will also explore business applications of software, including spreadsheets, databases, presentation graphics, word processing and business-oriented utilization of the Internet.

#### Prerequisites

E-Reading and Writing.

#### Course Rationale

The rationale for this course is 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.

#### Instructional Methodology

The course will have both a lecture and lab component. The lab will typically occur at the end of the period.

There will be team and individual projects, paper writing, Internet research, and oral presentations.

The CIS open labs are available for students for work outside of scheduled class time.

Student Learning Outcomes/Learning Objectives

Course Objectives and Learning Outcomes

1. Gain familiarity with the concepts and terminology used in the development, implementation and operation of business computer applications.
2. Explore various methods where 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, teamwork, Internet resources and computer technology.
6. Work with simple design and development tasks for the main types of business systems.

#### Scans Competencies

SCANS = Secretary's Commission on Achieving Necessary Skills.

The following list summarizes SCANS competencies addressed in this particular course:

# Business Computer Applications - BCIS-1305

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	BASIC SKILLS	THINKING SKILLS	PERSONAL SKILLS
5.2 Applies Technology to Task	6.1 Reading 6.5 Listening	7.2 Decision Making 7.3 Problem Solving 7.4 Mental Visualization 7.5 Knowing How to Learn 7.6 Reasoning	8.1 Responsibility 8.2 Self-Esteem 8.3 Sociability 8.4 Self-Management 8.5 Integrity/Honesty

Refer to the ACC website for a complete definition and explanation of SCANS.

### Readings

#### Required Textbooks

Management Information Systems for the Information Age [Paperback], Haag, Cummings, ISBN: 978-0073376851.

Marquee Series Microsoft Office 2010 Brief Edition, Rutkosky and Seguin, EMC Paradigm, ISBN: 9780763837723.

### Grade Policy

#### Grade Scale:

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

### Basis for Grades

Type	Number	Percent Each	Total Weight
Lecture Exam	3	20%	60%
Lab Assignment		%	20%
Group Project	4	5%	20%
<b>Total</b>			<b>100%</b>

### Lecture Exams

There will be 3 tests; 3 in number; each test is 20% of your grade. The test consists of T/F, multiple choice, fill in the blanks, short essays. Please the schedule for the test dates and chapters covered in the test

Except for the last Lecture Exam, Lecture Exam 3, if you take a Lecture Exam up to one week after an exam date, then 10% will be deducted from your exam grade. If you do not take Lecture Exam 3 on or before the Lecture Exam 3 scheduled/deadline date, then you will receive a grade of zero (0%). You will not be able to take Exam 3 after the scheduled/deadline date.

### Lab Assignments

These are homework assignments and are done individually. Obviously, they are open book.

# **Business Computer Applications - BCIS-1305**

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If you turn in a lab assignment up to one week after the due date, then 10% will be deducted from your grade. Assignments consist of: 3 Word, 3 Excel, 2 PowerPoint, 3 Access and 1 Integrated.

## Group Projects

You will work in groups of 1-2 people. You will receive written instructions for each project and you will have to write up the results (one report from each group). Everybody in the group will have to contribute because you will be grading each other. Since these are group projects, you will be expected to turn them in on time. Late projects will receive a zero (0%).

## Retesting

No retesting

## Important Grading Notes

Grades will be posted in Blackboard as they are earned throughout the semester. You must report in writing.

## **Course/Class Policies**

### ACC Gmail

All correspondence from the College, Blackboard, and this professor goes exclusively to your ACC Gmail account; therefore, it is MANDATORY that you activate and use your ACC Gmail account. Failure to use your Gmail account is neither an excuse to miss deadlines in this class nor official correspondence from the College, especially from the Registrar's Office.

### Personal E-mail and Phone Numbers

There are group projects in this class that require you to work as a team outside of the classroom. To be effective, group members will have to share each other's phone numbers and e-mail addresses. If you object to this, please discuss with me now. Note, I will not publicize a general class list of phone numbers or the like. You are just sharing within your group.

### 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 described in the Current ACC Student Handbook, under "Student Discipline Policy, Section C".

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 tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework.

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

### 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.

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".

### Attendance and Withdrawal Policy

# Business Computer Applications - BCIS-1305

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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 **Nov 21, 2013.** 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 regarding this policy can be found in the ACC College Catalog.

## Freedom of Expression Policy

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

## Student Privacy of Files

For academic purposes, an instructor may view a student's information and data that he/she stores in his/her student volume in the Computer Studies Labs.

## 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 (OSD) 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) Please note, instructors cannot make appropriate accommodations until they see the OSD form.

## Tutoring

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

## Internet Policies

My instructor has informed me of the following information:

- This course has an Internet component. Do not play games or access offensive sites,

## 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.

## Holidays and Emergency School Closures

ACC does NOT observe the same holidays and days off as AISD, RRISD, etc. High schools get many days off during the semester that ACC does NOT observe. If your high school is closed and ACC is not, you still have to come to your ACC class; and you are still responsible for due dates.

## Emergency School Closures

If it is necessary for the school to close due to inclement weather or for other reasons, ACC will make the announcements on the typical radio and TV stations and the ACC website. It is important to note:

1. Closure of AISD, RRISD, does not mean ACC is closed.

# **Business Computer Applications - BCIS-1305**

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2. There are night and day classes at ACC and one or the other but not both may be canceled so listen to the announcement fully
3. ACC has a tendency to close campuses and not the whole system so again listen to the announcement fully
4. ACC has a campus-wide announcement system for emergency closures if you are already in class. Please note, a non-ACC campus where ACC courses are being taught may not have the campus-wide announcement system in place.

## Class Courtesy

Be Punctual!!!!

## Electronics

Texting, Cell phones. No use allowed. Turn off in class.

Laptops. You are more than welcome to use your own laptop in class. In fact, this is preferable since you will have the files and procedures on a computer you are familiar. Yes, you can use your own laptop on the exam.

Electronic note taking: laptops, PDAs, etc. OK.

Voice recording. OK. Just remember, you cannot use the recordings for commercial use or put them on the Internet.

Photos, videos. Not allowed at all.

Surfing the net & e-mail. Not allowed. The quickest way to get a bad grade is to come to class and do e-mail instead of learning.

iPods. No in lecture. OK during labs as long as your next door neighbor can't hear it, i.e., keep the volume down.

## Food and Drinks

The College prohibits food in computer classrooms. You can bring something to drink, must be non-alcoholic, to class. The tops must be tightly sealed. For example, a sport drink is OK (screw top) but a Super—Monster soft drink from a convenience store is not (flimsy top). Since most classrooms are scheduled constantly, there is little time to clean during the day so clean up after yourself.

# Business Computer Applications - BCIS-1305

## Tentative Schedule

Wk.	Date	Lecture	Readings	Lab	Due Dates	
1	31-Aug	Orientation Big Picture of Business IT Review of Syllabus. XLM/ A:	MIS (Haag, Cummings) XLM/ A	Orientation & Windows		
2	7-Sep	Chapter 1	MIS (Haag, Cummings) Chapter 1	Internet Word	Buy a computer homework	
3	14-Sep	Chapter 2 XLM/C	MIS (Haag, Cummings) Chapter 2 XLM/ C Porter's Tools handout	Word		
4	21-Sep	Chapter 3 Review for Test 1	MIS (Haag, Cummings) Chapter 3,	Excel	Group Project 1	
5	28-Sep	<b>Lecture Exam 1</b>	MIS (Haag, Cummings) XLM/ A, C Chapters 1-3			
6	5-Oct	XLM/ E Networking Basics	MIS (Haag, Cummings) XLM/ E	Excel		
7	12-Oct	Chapter 4 XLM/D	MIS (Haag, Cummings) Chapter 4, XLM/ D	Excel	Group Project 2	
8	19-Oct	Chapter 5 XLM/B Review for Test 2	Chapter 5 E-Commerce XLM/B	Access		
9	26-Oct	<b>Lecture Exam 2</b>	MIS (Haag, Cummings) XLM/ B Chapters 4-5			
10	2-Nov	Chapter 6 XLM/H	MIS (Haag, Cummings) Chapter 6, XLM/ H	Access	Group Project 3	
11	9-Nov	Chapter 7	MIS (Haag, Cummings) Chapter 7	Access		
12	16-Nov	Chapter 8	MIS (Haag, Cummings) Chapter 8	PowerPoint		
13	23-Nov	Chapter 9 Review for test 3	MIS (Haag, Cummings) Chapter 9			
14	30-Nov	Thanksgiving				
15	7-Dec	<b>Lecture Exam 3</b>	MIS (Haag, Cummings) XLM/ H Chapters 6-9			
16	Group Project 4:					