AUSTIN COMMUNITY COLLEGE
DEPARTMENT OF COMPUTER STUDIES AND ADVANCED TECHNOLOGY

Course Syllabus: BCIS 1305 – Business Computer Applications
Synonym 20471– Spring 2013

Lab/Lecture: SAC rm-1209 Tuesday & Thursday   6:00 – 8:25 pm

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Course Description / Rationale

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.

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

Course Requirements

Each student's grade for this course consists of

- 3 non-comprehensive exams (54%)
- 4 group projects and presentations (16%)
- Class participation (12%)
- 12 Microsoft Office 2010 exercises (18%)

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.

Each Microsoft Office 2010 Exercise is due at the beginning of 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. .

EXAM 1	100 points
EXAM 2	100 points
EXAM 3	100 points
4 Group Projects	points vary
12 Microsoft Office 2010 Labs	15 points each
Class Participation	points vary

There are no makeup EXAMS in this course. If you miss an exam you will receive a grade of ZERO for that exam. Students may take the optional comprehensive final exam and drop their lowest exam grade (this applies to either one missed exam OR the lowest exam grade if all three exams have been taken).

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.

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

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 ACC Student Handbook, under "Student Discipline Policy, Section C".

The penalty accessed 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 online 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 satisfactorily 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 April 22, 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.

ALERT: New 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.

Readings
Pre-requisite: E-Reading and Writing.

- ## Management Information Systems for the Information Age

Title	**Management Information Systems for the Information Age**
Author	Maeve Cummings; Stephen Haag
ISBN	978-0-07-337685-1
Publisher	McGraw-Hill School Education Group
Publication Date	February 2, 2012
Binding	Trade Paper
Type	Print
Price	$144.00
Required	

↕ Microsoft Office 2010 Brief

Title	**Microsoft Office 2010 Brief**
Author	Rutkosky, Sequin and Rutkosky
ISBN	978-0-76383-772-3
Publisher	EMC Paradigm
Publication Date	January 1, 2011
Binding	Spiral
Type	Print
Required	

Course Subjects

Week	Lecture	Laboratory Activities
1 1/15, 1/17	Course Introduction Module B: World Wide Web / Internet	Lab Orientation
2 1/22, 1/24	Chapter 1: The Information Age in Which You Live: Changing the Face of Business Chapter 2: Major Business Initiatives: Gaining Competitive Advantage with IT	PowerPoint
3 1/29, 1/31	Module A: Hardware and Software Chapter 3: Databases and Data Warehouses	PowerPoint
4 2/5, 2/7	Module B: The World Wide Web and the Internet **Present Group Project 1**	Excel Section
5 2/12, 2/14	**Review** **EXAM 1: Chapters 1-2, Modules A and B**	Excel Section
6 2/19, 2/21	Chapter 4: Brainpower for Your Business	Excel Section
7 2/26, 2/28	Module D: Decision Analysis with Spreadsheet Software	Word Section
8 3/5, 3/7	Chapter 5: Strategies for the New Economy **Present Group Project 2**	Word Section
9 3/19, 3/21	Chapter 6 : Systems Development	Word Section
10 3/26, 3/28	**Review** **EXAM 2: Chapters 3, 4, 5, Module D**	Access Section
11 4/2, 4/4	Chapter 7 : Building and Sustaining the Dynamic Enterprise	Access Section
12 4/9, 4/11	Chapter 8: Protecting People and Information Module H: Computer Crime and Digital Forensics	Access Section
13 4/16, 4/28	Chapter 9 : Emerging Trends and Technologies **Present Group Project 3**	Integrating Word, Excel, Access, and PowerPoint
14 4/23, 4/25	**Review** **EXAM 3: Chapters 6, 7, 8, 9, Module H**	Work on Group Project 4
15 4/30, 5/2	**Present Group Project 4**	Work on Group Project 4
16 5/7, 5/9	**Present Group Project 4**	NO LAB

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!!**

Student Learning Outcomes/Learning Objectives
Course Objectives / Learning Outcomes:

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

SCANS (Secretary's Commission on Achieving Necessary Skills):
Refer to http://www/austincc.edu/cit/courses/scans.pdffor a complete definition and explanation of SCANS. The following list summarizes the SCANS competencies addressed in this particular course:

RESOURCES 1.1 Manages Time	**INTERPERSONAL** 2.1 Participates as a member of a team 2.6 Works with Cultural Diversity	**INFORMATION** 3.1 Acquires and Evaluates Information 3.2 Organizes and Maintains Information 3.3 Uses Computers to Process Information	**SYSTEMS** 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