

AUSTIN COMMUNITY COLLEGE
DEPARTMENT OF COMPUTER STUDIES AND ADVANCED TECHNOLOGY

Course Syllabus: BCIS 1305—Business Computer Applications
Synonym 35700

Summer 2009 - 9 Week Session June 1 to August 2 (9 weeks)

Lecture:	NRG 4230	Monday/Wednesday	1:00pm – 3:25pm
Lab:	NRG 4230	Monday/Wednesday	3:35pm – 4:20am

Instructor: Paul Thayer

Office Telephone (ACC voicemail): (512) 223-1790, extension 26414

Office: Northridge open computer lab NRG 4232

Office Hours: Monday, Wednesday from 4:20pm – 4:50pm in NRG 4232

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Course Description: BCIS 1305 BUSINESS COMPUTER APPLICATIONS (3-3-1).

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. Fee: \$12 [Skills: E](#) Course Type: T

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.

Approved Course Text:

Information Systems Essentials, third edition, Haag and Cummings, McGraw-Hill Irwin, 2009. (ISBN13: 978-0-07-337675-2, MHID: 0-07-337675-2)

Marquee Series Microsoft Office 2007 Brief Edition, Rutkosky, Seguin and Rutkosky, EMC Paradigm, 2008. (ISBN-13 978-0-76382-959-9, MHID 0-76382-959-5)

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. Lab exercises use Microsoft Windows XP and Microsoft Office 2007.

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.

Class Meeting				BCIS 1305 - Synonym 35700 - Lecture (Mon/Wed 1:00p-3:25p NRG 4230) - Prof. Thayer				Lab (Mon/Wed NRG)	
Wk	Mtg	Date	Day	Open:45 (1p-1:45p)	Run:35 (1:45p-2:20p)	Close:45 (2:25p-3:10p)	Demo:15 (3:10p-3:25p)	#	Lab:45 (3:35p-4:20p)
1	1	6/1	Mon	Course Intro, Syllabus details, Ultimate steal	Info sheet; intro (in pairs) to class	Appendix C: MIS and Your Career	File naming, flash drives	-	Orientation - login, accounts
	2	6/3	Wed	Chapter 1: The Information Age	Take digital photo, add name, print	Chapter 2: Strategic and Competitive Advantage	Windows Explorer	0	Windows XP
2	3	6/8	Mon	Chapter 2: (continued) Assign Group Project 1	Hardware ID and matching	Appendix A: Hardware and Software	Word	1	Word Section 1
	4	6/10	Wed	Review for EXAM 1 (Intro, Chapters 1-2,	Work on Project 1	EXAM 1: Chapters 1-2, Appendix A	Extended Exam 1 time	2	Word Section 2
3	5	6/15	Mon	Go over Exam 1 answers; Chapter 3:	Present Project 1; Groups: 1, 2, 3	Chapter 3: Databases and Data Warehouses (con't)	Word	3	Word Section 3
	6	6/17	Wed	Chapter 4: Decision Support and AI	Present Project 1; Groups: 4, 5	Chapter 4: Decision Support, AI (continued)	Excel	4	Excel Section 1
4	7	6/22	Mon	Chapter 5: e-Com Assign Group Project 2	I love acronyms 1	Chapter 5 e-Commerce, (continued)	Excel - absolute vs. relative addressing	5	Excel Section 2
	8	6/24	Wed	Chapter 6: System Development	Work on Project 2	Chapter 6 System Dev. (continued)	Excel	6	Excel Section 3
5	9	6/29	Mon	Review for EXAM 2 (Chapters 3, 4, 5, 6)	Present Project 2; Groups: 2, 3, 4	EXAM 2: Chapters 3, 4, 5, 6	Extended Exam 2 time	-	Extra credit lab, makeup lab time
	10	7/1	Wed	Go over Exam 2 answers	Present Project 2; Groups: 5, 1	Presentation Tips; Intro to Access Database	Access	7	Access Section 1
6	11	7/6	Mon	Chapter 7: IT Structs; Assign Group Project 3	I love acronyms 2	Chapter 7: IT Infra-structures (con't)	Access	8	Access Section 2
	12	7/8	Wed	Appendix B: Network Basics	Work on Project 3	Appendix B: Network Basics (con't)	Access	9	Access Section 3
7	13	7/13	Mon	Chapter 8: Protecting Info and People	Present Project 3; Groups: 3, 4, 5	Chapter 8: Protecting Info and People (con't)	PowerPoint	10	PowerPoint Section 1
	14	7/15	Wed	Chapter 9: Emerging Trends and Tech	Present Project 3; Groups: 1, 2	Chapter 9: Emerging Trends and Tech (con't)	PowerPoint	11	PowerPoint Section 2
8	15	7/20	Mon	Assign Group Project 4	IT Biz Magazines: terms & acronyms	Office 2007 Integration; Reusing Data	Zipping files	12	Integrate Word, Excel, Access & PPT
	16	7/22	Wed	Review for EXAM 3 Chapters 7, 8, 9, App.	Work on Project 4	EXAM 3: Chapters 7, 8, 9, Appendix B	Extended Exam 3 time		Work on Group Project 4
9	17	7/27	Mon	Go over Exam 3 answers	Present Project 4; Groups: 4, 5, 1	Present Project 4; Groups: 2, 3	Briefcase, file synching		1 makeup lab: redo, missing or low
	18	7/29	Wed	Presentation Prep - OR - Review for Opt. Final	Present Project MAKEUP	Optional Comprehensive Final Exam	Extended Optional Exam Time		No lab