

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

Course Syllabus: BCIS 1305 – Business Computer Applications Synonym 21905 – Spring 2011
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Lecture: CYP5 2124 Tuesday, Thursday 9:10 am – 10:25 am
Lab: CYP5 2124 Tuesday 10:35 am – 11:25 am

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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:

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

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.

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.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	3.1 Acquires and Evaluates Information 3.2 Organizes and	4.1 Understands Systems

	Cultural Diversity	Maintains Information 3.3 Uses Computers to Process Information	
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 3 non-comprehensive exams (54%), 4 group projects and presentations (16%), 12 Chapter Quizzes (12%), and 12 Microsoft Office 2007 exercises (18%).

Each Microsoft Office 2007 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. The last date to submit assignments for consideration this semester is December 3, 2010.

EXAM 1	180 points	180 points total
EXAM 2	180 points	180 points total
EXAM 3	180 points	180 points total
12 Chapter Quizzes	10 points each	120 points total
4 Group Projects	points vary	160 points total
12 Microsoft Office 2007 Labs	15 points each	180 points total
Final Exam (optional)	180 (optional)	
Current Event Reports	10 points each (optional)	Maximum 150
TOTAL		1000 points

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.

Students are encouraged to give brief **computer-related current event reports** for extra credit. Only one report per class may be given and it must be given at the beginning of the class. Each report is worth 10 points and there is a maximum of 150 points for this activity. No grade will be given unless a printed report is turned in to the instructor at the time of the presentation to the class.

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 assessed 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 ~~May 9, 2011~~ **April 25, 2011**. 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.

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. (Refer to the current [ACC Student Handbook](#)).

Communication

The ACC online Blackboard system <http://aconline.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 8.0 and ACCmail please visit the following sites: <http://irt.austincc.edu/blackboard/stlogin.html> <http://www.austincc.edu/google/>. A brief orientation will be provided during the first class laboratory period.

Use of Electronic Devices

The use of cell phones, pagers and personal electronic devices are not allowed at any time in the class or lab. The use of a laptop computer in class or lab is restricted to instructor approved activities.

User ID and Passwords

Lab:

ID _____ Password _____

Blackboard: <http://aconline.austincc.edu>

Use your ACCeID and password for Blackboard.

ACCmail: For information on how to activate and manage your ACC mail please refer to <http://www.austincc.edu/google/>.

**Business Computer Applications
Course Schedule – Tuesday Lab**

Week	Date	Lecture	Laboratory Activities
1	1/18	Course Introduction Module B: World Wide Web / Internet	Lab Orientation
	1/20	Chapter 1: The Information Age in which You Live	
2	1/25	Chapter 1(continued) Chapter 2: Strategic and Competitive Advantage	PowerPoint Section 1
	1/27	Chapter 2: (continued) <i>[Assign Group Project 1]</i>	
3	2/1	Module A: Hardware and Software	PowerPoint Section 2
	2/3	Present Group Project 1	
4	2/8	Review EXAM 1 (Chapters 1-2, Modules A and B)	Excel Section 1
	2/10	Chapter 3: Databases and Data Warehouses	
5	2/15	EXAM 1: Chapters 1-2, Modules A and B	Excel Section 2
	2/17	Chapter 4: Decision Support and Artificial Intelligence	
6	2/22	Chapter 4 (continued)	Excel Section 3
	2/24	Module D: Decision Analysis with Spreadsheet Software	
7	3/1	Module D (continued) <i>[Assign Group Project 2]</i>	Word Section 1
	3/3	Chapter 5: Electronic Commerce	
8	3/8	Chapter 5 (continued)	Word Section 2
	3/10	Present Group Project 2	
SPRING BREAK 3/14 – 3/20 NO CLASSES			
9	3/22	Review EXAM 2 (Chapters 3, 4, 5, Module D)	Word Section 3
	3/24	Chapter 6: System Development	
10	3/29	EXAM 2: Chapters 3, 4, 5, Module D	Access Section 1
	3/31	Chapter 6 (continued) <i>[Assign Group Project 3]</i>	
11	4/5	Chapter 7: IT Infrastructures	Access Section 2
	4/7	Module E: Network Basics	
12	4/12	Module H: Computer Crime and Digital Forensics	Access Section 3
	4/14	Module H: (continued)	
13	4/19	Present Group Project 3	Integrating Word, Excel, Access, and PowerPoint
	4/21	Review Exam 3 Chapters 6, 7, Modules E, H	
14	4/26	EXAM 3: Chapters 6, 7, Modules E, H	Work on Group Project 4
	4/28	<i>[Assign Group Project 4]</i> Work on Group Project 4	
15	5/3	Work on Group Project 4	Work on Group Project 4
	5/5	Work on Group Project 4	
16	5/10	Present Group Project 4	NO LAB
	5/12	Optional Comprehensive Final Exam	

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!!**