

AUSTIN COMMUNITY COLLEGE
DEPARTMENT OF COMPUTER STUDIES AND ADVANCED TECHNOLOGY

Course Syllabus: BCIS 1305 – Business Computer Applications Synonym 10272 – Summer 2010
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Lecture:	RGC1-124	Mon, Tues, Wed, Thur	9:00 am – 10:55 am
Lab:	RGC1-112	Tues, Wed, Thur	11:00 am – 11:50 am

Instructor: William A. (Bill) Tucker

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Office Hours: Monday 8:15am – 8:45am, 12:30pm – 1:00pm
Tuesday 8:15am – 8:45am, 12:30pm – 1:00pm
Wednesday 8:15am – 8:45am, 12:30pm – 1:00pm
Thursday 8:15am – 8:45am, 12:30pm – 1:00pm

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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:

Information Systems Essentials, third edition, Haag and Cummings, McGraw-Hill Irwin, 2009. (ISBN-13 978-0-07-337675-2, 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.

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 Competencies:

Competencies have been identified that are relevant to the level of instruction in the community college environment. These competencies reflect the knowledge and skills employees need to succeed in any occupation. This course will expose the student to the concepts and application of the following competencies:

- Students select relevant goal-related activities, rank them in order of importance, allocate time to these activities, and understand, prepare and follow schedules.
- Students acquire and evaluate information.
- Students organize and maintain information.
- Students interpret and communicate information.
- Students use computers to process information.
- Students contribute to group effort.
- Students work well with men and women from diverse backgrounds.
- Students know how social, organizational and technological systems work and operate effectively with them.
- Students understand overall intent and proper procedure for setup and operation of equipment.
- Students locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.
- Students receive, attend to, interpret, and respond to verbal messages and other cues.
- Students specify goals and constraints, generate alternatives, consider risks, and evaluate and chooses best alternative.
- Students recognize problems and devise and implement plan of action.
- Students organize and process symbols, pictures, graphs, objects, and other information.
- Students use efficient learning techniques to acquire and apply new knowledge and skills.
- Students discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.
- Students exert a high level of effort and persevere towards goal attainment.
- Students believe in own self-worth and maintain a positive view of self.
- Students demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings.
- Students assess self accurately, set personal goals, monitor progress, and exhibit self-control.
- Students choose ethical courses of action.

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 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 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 August 9, 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)	
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.

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. For 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 satisfactory 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 August 9, 2010. 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://acconline.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

Week	Date	Lecture	Laboratory Activities
1	7/8	Course Introduction Appendix C: MIS and Your Career	Lab Orientation
2	7/12	Chapter 1: The Information Age in which You Live Chapter 2: Strategic and Competitive Advantage	No Lab
	7/13	Chapter 2: (continued) <i>[Assign Group Project 1]</i>	Word Section 1
	7/14	Appendix A: Hardware and Software Work on Group Projects	Word Section 2
	7/15	Present Group Project 1 Review EXAM 1 (Chapters 1-2, Appendix A, Appendix C)	Word Section 3
3	7/19	EXAM 1: Chapters 1-2, Appendix A, Appendix C	No Lab
	7/20	Chapter 3: Databases and Data Warehouses Chapter 4: Decision Support and Artificial Intelligence	Excel Section 1
	7/21	Chapter 4 (continued)	Excel Section 2
	7/22	Chapter 5: Electronic Commerce	Excel Section 3
4	7/26	Chapter 5 (continued) <i>[Assign Group Project 2]</i>	No Lab
	7/27	Chapter 6: System Development	Access Section 1
	7/28	Chapter 6 (continued) Work on Group Projects	Access Section 2
	7/29	Present Group Project 2 Review EXAM 2 (Chapters 3, 4, 5, 6)	Access Section 3
5	8/2	EXAM 2: Chapters 3, 4, 5, 6	No Lab
	8/3	Chapter 7: IT Infrastructures Appendix B: Network Basics	PowerPoint Section 1
	8/4	Chapter 8: Protecting Information and People <i>[Assign Group Project 3]</i>	PowerPoint Section 2
	8/5	Chapter 9: Emerging Trends and Technology Review Exam 3 Chapters 7, 8, 9, Appendix B	Integrating Word, Excel, Access, and PowerPoint
6	8/9	EXAM 3: Chapters 7, 8, 9, Appendix B Present Group Project 3	No Lab

	8/10	<i>[Assign Group Project 4]</i> Work on Group Projects	Work on Group Projects
	8/11	Work on Group Projects	Work on Group Projects
	8/12	Optional Comprehensive Final Exam	Present Group Project 4

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!!**