Instructor:	Russell (Russ) Collins
Office Telephone:	n/a
Office:	RVS 9139
Class Time:	Wednesday, 5:40 pm to 8:20 pm
Lab Time:	Wednesday, 8:30 pm to 9:20 pm
Office Hours:	Wednesday, 5:00 pm to 5:30 pm
	or by appointment
	(Note that I am in San Marcos on Tuesday to Thursday until evening classes at Riverside and Eastview.)
E-mail:	rcollins@austincc.edu

Course Description: 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 ()

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:

Authors	Title	Publisher	ISBN
Haag, Cummings	Information Systems Essentials, 3rd Ed.	McGraw-Hill	0-07-3337675-2
Rutkosky, Seguin	M/S Office 2007, Brief Ed., Marquee Series	Paradigm Publishing	0-7638-2959-5

Instructional Methodology: The course will have a lab, in-class demonstrations and lecture.

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:

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

Scans Competencies: See attached or refer to the following web page.

Grade Policy: Grade will be assigned based both on concepts and practical application. Exams, quizzes, group projects and lab assignments will be a part of the grade. An overall grade will be assigned on the following grading scale:

From...	To...	Grade
90%	100%	A
80%	90%	B
70%	80%	C

From...	To...	Grade
60%	70%	D
0%	60%	F

There will be points assigned for quizzes, tests, lab assignments and class projects. Your grade will be determined as the percentage of points earned out of those available. *The following table summarizes the approximate point allocations for each grade contribution.* (So, you can determine your grade by totaling up all points received by the total of those available at the moment. If you are unsure, grades will be posted on the Blackboard web site. I do not post the final grade there though.)

Item	How many?	Approximate points	Approximate total	Approximate weight
Exams	3	250	750	70%
Quizzes, homework, labs and group projects	Varies	Varies	320	30%
Approximate total			1,070	100%

Quizzes: Quizzes are given from the textbook chapter or appendix chapter or lab text unit to be covered or covered that lecture day. So, read the chapter *before* coming to class. They are unannounced and not every class will have a quiz.

I do not present all material from the textbook. Quizzes cover the textbook reading if given before the lecture for the given chapter or appendix. Quizzes given after the lecture for a chapter or appendix cover the lecture in addition. Quizzes that are either missed or not taken are zeroes. There are no make-ups for quizzes.

Missed quizzes are zeroes. Attendance is man

Lab quizzes will only be given as they seem needed for labs. *Please read* lab text and assignments ahead. Be prepared.

Exams: Exams cover several chapters or appendices. These are usually ScanTron™ multiple-choice tests like the quizzes, but can have a few short answer, fill in the blank and matching kinds of questions.

Missed exams count as no points. If you miss or do not take one of the exams, you may replace up to 1 of the missed exams with a comprehensive final exam. Only one of these exams may be replaced this way. There are no other make-up exams.

Labs: This portion of the course and course grade is *self-paced*. The Blackboard web site will describe what you need to do for lab each week. You will submit completed lab assignments to Blackboard to get credit. E-mailed submissions get no credit, unless you have my permission to do so. You will have some time each week, after lecture on Wednesday, to work on the lab in class. It may not be enough time. If not, you will need to complete it on your own time.

Completion of the lab projects outside of regular lab time is the student's responsibility. Availability of computers is NOT an excuse for being late with any assignment.   Please check the schedule for the open lab if you must complete the labs. You will need Microsoft Office 2007 if you have a computer of your own. Lab projects must be done using Microsoft Office 2007. Credit will only be given for complete lab assignments submitted to Blackboard on time.

The lab due dates and times, allocated points, descriptions and such are posted on Blackboard. There is no credit for labs turned into Blackboard after the earlier of the posted due date and time noted on Blackboard or the day and time of the comprehensive make-up exam on the last day of classes. There is no partial credit for incomplete labs. Complete all steps.

Group project: Details will be posted on the Blackboard web site.

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

Graded activity	Examples	Penalty
Exams	Copying responses on an exam	Zero points for copied responses
Quizzes	Copying responses on an quiz	Zero points for copied responses
Labs	Individual work must be submitted by each student, but you may collaborate on the labs.	None. May provoke a lab quiz if I suspect it.
Group projects	Collaboration with students working on the same project is expected.	None.

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.

Attendance / Withdrawal Policy: Attendance is mandatory. 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.

The last date to withdraw for this semester is April 27, 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.

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 has missed 2 of the semester exams, Exam 1, 2 or 3 in tentative schedule at the end.

(With 31 meetings in this 16-week session, this means I **may** drop you if you miss more than 3 lectures.)

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.

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 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.)"

Testing Center Policy (Open Campus Sections Only): n/a

Tentative **Course Schedule**
(Ordered by topics and lab sequencing)

Week	Date	Topic / chapter	Assignment	Office 2007 Lab Unit
1	1/20	Syllabus & course orientation Ch. 1, The Information Age in Which You Live	Get textbook. Read ch. 1 and appendix C.	Blackboard & Lab orientation Windows XP Skills Review, pp. 42-43.
2	1/27	Ch. 1, The Information Age in Which You Live Appendix C. Careers in Business	Read app. A.	Access Section 1
3	2/3	Appendix A, Computer Hardware & Software	Read ch. 2	Access Section 2
4	2/10	Ch. 2, Major Business Initiatives: Gaining Competitive Advantage with IT	Read ch. 3	Access Section 3
5	2/17	Ch. 3, Databases & Data Warehouses: Building Business Intelligence	Prepare questions for the review. Be prepared to turn them in.	Excel Section 1
6	2/24	Exam review Exam 1	Read ch. 4	
7	3/3	Ch. 4, Decision Support and Artificial Intelligence	Read app. B	Excel Section 2
8	3/10	Appendix B, Network Basics, Browsers	Read ch. 5	Excel Section 3
9	3/17	Spring break	Read ch. 5	Word Section 1
10	3/24	Ch. 5, e-Commerce	Read ch. 6	Word Section 2
11	3/31	Ch. 6, Systems Development	Prepare questions for the review. Be prepared to turn them in.	Word Section 3
12	4/7	Exam review Exam 2	Read ch. 7	
13	4/14	Ch. 7, Enterprise Infrastructure, Metrics and Business Continuity Planning	Read ch. 8	PowerPoint Section 1
14	4/21	Ch. 8, Protecting People and Information	Read ch. 9	PowerPoint Section 2
15	4/28	Ch. 9, Emerging Trends and Technologies		PowerPoint Section 3
16	5/5	Group projects	Prepare questions for the review. Be prepared to turn them in.	

17	5/12	Exam 3 Comprehensive make-up		No lab

End of syllabus