Summer II
Business Computer Applications
BCIS 1405.4426
4 Credit Hours

ONLINE
ecampus.dcccd.edu

Contact Information:
Professor Yvonne Metoyer Robinson
yvonne@dccc.dedu – Phone: 972-860-7122
Office: L307

Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading.

This is a Texas Common Course Number.

Prerequisite: DREA 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading.

Course Description: The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented use of the Internet. Topics include computer terminology, hardware, software, operating systems, and information systems. (3 Lec., 3 Lab.)

Textbooks and Other Course Materials:

  ISBN #1-111-52800-4
- Additional Materials: USB Flash drives

Developmental Courses

The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office.
https://www1.dcccd.edu/cat0910/admiss/tsi.cfm?loc=4
Student Learning Outcomes

- Explain the basic concepts and vocabulary of computer information systems.
- Describe the role and functions of software and systems in meeting the needs of organizations.
- Discuss the impact of computer technology on society.
- Demonstrate a working knowledge of PC operating systems, word processing, spreadsheets, databases, charts, and integration by using a microcomputer to solve specific problems.

Course Objectives:

Core Curriculum Intellectual Competencies
- Reading: the ability to analyze and interpret a variety of printed materials – books, documents, and articles.
- Writing: the ability to produce clear, correct and coherent, and persuasive language appropriate to purpose, occasion, and audience.
- Speaking: ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience.
- Listening: analyze and interpret various forms of spoken communication, possess sufficient literacy skills of writing, reading.
- Critical Thinking: think and analyze at a critical level.
- Computer Literacy: understand our technological society, use computer-based technology in communication, solving problems, acquiring information.

EDUCATIONAL OBJECTIVES:
- Discuss computer and communication terminology.
- Evaluate the effects and implications of computers and communication technology on society.
- Demonstrate knowledge of the impact of technology on the individual’s privacy, security, lifestyle, work environment, standard of living, and health.
- Gather information for decision-making.
- Participate in global communities using available technology.
- Create quantitative and qualitative data presentation.

Evaluation Procedures:

EVALUATION:
- Tests = 600 points
  Tests = Multiple choice
  Test 1 = 200 points (EEO 1, 2, 5)
  Test 2 = 200 points (EEO 1, 2, 5)
  Test 3 = 200 points (EEO 1, 2, 5)
- Projects = 300 Points
  Project 1 = 50 (EEO 1, 2, 6)
  Project 2 = 50 (EEO 1, 2, 6)
  Project 3 = 50 (EEO 1, 2, 6)
  Project 4 = 50 (EEO 1, 2, 6)
  Project 5 = 50 (EEO 1, 2, 6)
  Project 6 = 50 (EEO 1, 2, 6)
Extra Credit (Optional)
- Extra Credit = Review Sheets for each test = 3 Review Sheets x 10 points each = 30 points
- Extra Credit = Discussion Board = 20 (One point for each entry.)

Total Points Possible for Extra Credit (Optional) = 50

COURSE GRADE:

*Point System

1,000-900 = A  
899-800 = B  
799-700 = C  
699-600 = D  
Below - = F

*To be converted to Eastfield College Grade System

- 100 – 90 - A
- 89 – 80 - B
- 79 – 70 - C
- 69 – 60 - D
- Below 60 - F

Obtaining Final Course Grades Using eConnect
Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

Eastfield College Email Policy
Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: http://www.dcccd.edu/netmail/home.html
<table>
<thead>
<tr>
<th>DAY/DATE</th>
<th>STUDY TOPIC Chapters to read by Due Date</th>
<th>Chapters</th>
<th>Due DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 9 and 10, 2012</td>
<td>Class Orientation Class Documents, eCampus</td>
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<tr>
<td>July 11, 2012</td>
<td>Introduction to Computer and the Internet</td>
<td>Chapter 1</td>
<td></td>
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<tr>
<td>July 12, 2012</td>
<td>Introducing the Internet and Email</td>
<td>Chapter 5</td>
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<tr>
<td>July 13, 2012</td>
<td>Exploring Microsoft Windows 7</td>
<td>Chapter 7</td>
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<tr>
<td>July 16, 2012</td>
<td>Managing Your Files</td>
<td>Chapter 8</td>
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<tr>
<td>July 17, 2012</td>
<td>Steps to Learn to Submit Projects</td>
<td>Project 0</td>
<td></td>
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<tr>
<td>July 18, 2012</td>
<td>Internet Project</td>
<td>Project 1</td>
<td></td>
</tr>
<tr>
<td>July 19, 2012</td>
<td>Review</td>
<td></td>
<td></td>
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<tr>
<td>July 20, 2012</td>
<td>Test 1 Multiple Choice</td>
<td>**** Test 1 Review Sheet****</td>
<td></td>
</tr>
<tr>
<td>July 21, 2012</td>
<td>Chapter 1, 5, 7 and 8</td>
<td></td>
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<tr>
<td>July 23, 2012</td>
<td>Creating a Document</td>
<td>Chapter 10</td>
<td>Project 2</td>
</tr>
<tr>
<td>July 24, 2012</td>
<td>Creating a Workbook</td>
<td>Chapter 13</td>
<td>Project 3</td>
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<tr>
<td>July 25, 2012</td>
<td>Creating a Database</td>
<td>Chapter 17</td>
<td>Project 4</td>
</tr>
<tr>
<td>July 26, 2012</td>
<td>Creating a Presentation</td>
<td>Chapter 20</td>
<td>Project 5</td>
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<td>July 27, 2012</td>
<td>Project 6</td>
<td>Project 6</td>
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<td>July 30-31, 2012</td>
<td>Review</td>
<td></td>
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<tr>
<td>August 1, 2012</td>
<td>Test 2 Multiple Choice</td>
<td>**** Test 2 Review Sheet****</td>
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<tr>
<td>August 2, 2012</td>
<td>Chapter 10, 13, 17 and 20</td>
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<tr>
<td>August 3, 2012</td>
<td>Computer Hardware</td>
<td>Chapter 2</td>
<td></td>
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<td>August 6, 2012</td>
<td>Computer Software</td>
<td>Chapter 3</td>
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<tr>
<td>August 7, 2012</td>
<td>Computer Networks</td>
<td>Chapter 4</td>
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<tr>
<td>August 8, 2012</td>
<td>Network and Internet Security and Privacy</td>
<td>Chapter 6</td>
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<tr>
<td>August 9, 2012</td>
<td>Review</td>
<td></td>
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<tr>
<td>August 10, 2012</td>
<td>Test 3 Multiple Choice</td>
<td>**** Test 3 Review Sheet****</td>
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<tr>
<td>August 11, 2012</td>
<td>Chapter 2, 3, 4, and 6</td>
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<tr>
<td>August 13, 2012</td>
<td>The class will become unavailable at midnight on August 9, 2012</td>
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August 7, 2012 – Deadline for Accepting All Late Projects/Labs/Assignments

No Assignments will be accepted after this DATE!
Assignments:

All assignments are due on the due date. All assignments require the use of a computer. Computer-based assignments can be completed on campus or at home, if you have a home PC with the appropriate software Microsoft Office 2010. (2010 can be downloaded from Microsoft free for 60 days.)

You will complete all Assignments (Projects, Labs and Group Presentations) and submit ALL ON or BY THE Deadline Date in ecampus. Assignments sent to my email or submitted in class will not be graded. Late submission of assignments will be assessed a penalty of 50 percent. No exceptions

<table>
<thead>
<tr>
<th>Projects</th>
<th>DATE TO BE COMPLETED</th>
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<tbody>
<tr>
<td>Project 1</td>
<td>Internet</td>
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<tr>
<td>Project 2</td>
<td>Word</td>
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<tr>
<td>Project 3</td>
<td>Excel</td>
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<td>Project 4</td>
<td>Access</td>
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<tr>
<td>Project 5</td>
<td>PowerPoint</td>
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<tr>
<td>Project 6</td>
<td>PowerPoint</td>
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</tbody>
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Exam Coverage:

There will be three (3) exams given. Each major exam will focus on material(s) covered since the previous exam, but may include topics previously covered. EXAMS WILL BE TAKEN AS SCHEDULED.

<table>
<thead>
<tr>
<th>EXAM DATES</th>
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<tbody>
<tr>
<td>Test 1</td>
<td>7/20</td>
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<tr>
<td>Test 2</td>
<td>8/1</td>
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<tr>
<td>Test 3</td>
<td>8/9</td>
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</tbody>
</table>

All Exams are CLOSED BOOK

EXAM REVIEW MATERIAL: A review will be provided before each exam. The reviews will help you with the exams. For each question write a short answer and also indicate the page reference number from the text where you find the answer(s). This assignment may be used for Extra Credit. For additional reviews please visit http://www.course.com/uc10/.

Attendance Policy:

Access ecampus and the class every day to complete Projects/Assignments
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. *Students who fail to attend or participate after the drop date are also subject to this policy.*

**Financial Aid Statement for Distance Learning Classes**

If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

**Repeating This Course: (Third Attempt to Enroll in a Course)**

Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. *See Third Attempt to Enroll in a Course at*[ http://www.dcccd.edu/thirdcourseattempt/ ]

**Academic Honesty Statement**

Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct *published in the DCCCD Catalog at* http://www1.dcccd.edu/cat0506/ss/code.cfm

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. *Cheating* includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. *Plagiarism* is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. *Collusion* is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.
ADA Statement
Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. 972.860.8348 or email efcdsd@dcccd.edu. For more information: http://www.eastfieldcollege.edu/SSI/DSO/index.html

Religious Holidays
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.

Withdrawal Policy
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by August 2, 2012. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

STOP BEFORE YOU DROP
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop.

You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.

Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

Incomplete Grade
Normally, a grade of “I” will not be available to students. This grade option is reserved for last minute emergency situations. For example, if a student who has been keeping up well during the course becomes seriously ill or is injured at exam time and cannot take the final exam, that student could notify the instructor and with the instructor’s approval not take the exam at the regularly scheduled time. The instructor would then fill in an incomplete contract that must be signed by the instructor, the student, and the dean. Only then would the instructor be able to report a temporary grade of “I”. After the student has completed the exam and any other missing work specified in the incomplete contract, the instructor will process the grade change. If the student fails to make up the assigned exam or other items required by the incomplete contract by the due date, the registrar’s office will automatically change the grade to the default grade specified in the incomplete contract. If a student is falling behind and unable to complete the required work during the semester, the student should drop the course by date specified in the course schedule that results in a grade of W at the end of the semester. The student may take the course again in a subsequent semester to earn credit for the course if a grade of W has been recorded on the transcript. To issue a grade of I in a situation of this kind would be inappropriate and an abuse and misuse of the grade of I.
If after the drop date the student has experienced a disabling injury or illness, and the instructor receives a letter from a licensed physician stating that the student is not physically able to attend the final exam meeting, the instructor will make an exception and recommend to the dean that an incomplete contract be issued. If the dean approves this incomplete contract, the instructor will complete the contract and issue a grade of I. If a student does not qualify for an incomplete grade, and if a student does not appear for the final exam, a grade of zero will be used to calculate the final average for all required work not completed.

Family Educational Rights and Privacy Act of 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic Groups, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

DCCCD Emergency Operating Procedures
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

The instructor reserves the right to amend this syllabus as necessary.