Division Name:  
Business, Computer Science, and Mathematics

Division Phone Number:  
214-860-8645

Division Fax Number:  
214-860-8874

Division Office Hours:  
Office Hours: Mon – Thu 7:30am – 8:30pm, Fri 7:30am – 5:00pm

Semester/Year:  
Spring, 2013

Class Syllabus

For

Course Name/Number/Section Number:

Business Computer Applications / BCIS 1405  
Section 63001 / 63400 / 93007

Micro-Computer Concepts & Applications / COSC 1401  
Section 63001 / 63400 / 63401 / 93008 / 93009
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Class Meeting Days/Time:
(see Schedule on http://ecampus.dcccd.edu)

Number of Credit Hours: 4

Faculty Member Name:

Mountain View College strives to ensure a quality academic and personal experience for each student. If you, as a student at MVC, have any concerns, suggestions, or questions regarding such, please contact:

Professor: Terris W. Mikelk  M.S., M.B.A.

Faculty E-mail Address:

Each section has a unique email address for the instructor of that section.

Check “Instructor Info” button on http://ecampus.dcccd.edu for email address for your section.

Faculty Office Number/Hours:

214-860-8897 / (M, W, F 7:30-8:00 and 10:00-11:15 AM) (Spring & Fall)

Course Materials/Supplies Needed:

Textbook Title/Edition Number  &  Textbook ISBN#:

1. Technology in Action Complete 9/e
2. GO! With MS Office 2010 Volume 1 2d Edition
3. GO! With Windows 7 Getting Started
4. MyITLab 12 month student access code
   ISBN-10: 0-13-503977-0
6. USB Flash Drive
DCCC Catalog Course Description:

COSC 1401  Microcomputer Concepts and Applications (4)
This is a Texas Common Course Number.

Course Description: Overview of computer systems hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science. This course will fulfill DCCCD's degree requirements only if this course has been successfully completed and the date of completion does not exceed 10 years. (3 Lec., 3 Lab.)

Coordinating Board Academic Approval Number 1101015207

BCIS 1405  Business Computer Applications (4)
This is a Texas Common Course Number.

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

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.)
Coordinating Board Academic Approval Number 1102025404
Core Curriculum Intellectual Competencies:
The Core Curriculum guidelines are predicated on the judgment that a series of basic Intellectual Competencies -- reading, writing, speaking, listening, critical thinking, and computer literacy -- are essential to the learning process in any discipline and thus should inform any Core Curriculum. Although students can be expected to come to college with some experience in exercising these competencies, they often need further instruction and practice to meet college standards and, later, to succeed in both their major field of academic study and their chosen career or profession.

1 - READING the ability to analyze and interpret a variety of printed materials - books, documents, and articles - above 12th grade level
2 - WRITING the ability to produce clear, correct and coherent prose adapted to purpose, occasion and audience - above 12th grade level
3 - SPEAKING ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience above 12th grade
4 - LISTENING analyze and interpret various forms of spoken communication, possess sufficient literacy skills of writing, reading - above 12th grade
5 - CRITICAL THINKING think and analyze at a critical level
6 - COMPUTER LITERACY understand our techno society, use computer based technology in communication, solving problems, acquiring information

Exemplary Educational Objectives:
The objective of a computer literacy component of a core curriculum is to enable the student ...
Workplace Competencies

(a) Resources:
Students select goal-relevant activities, rank them, allocate time, and prepare and follow schedules. Students learn how to keep records, and make adjustments to meet objectives.

(b) Interpersonal Skills:
Students learn to communicate effectively by e-mail.

(c) Information:
Students in this course...

Acquire and Evaluate Information.
Organize and Maintain Information.
Interpret and Communicate Information.
Use Computers to Process Information.
Examples: research and collect data from various sources; develop an inventory record-keeping system; produce a report using graphics; make a presentation using various media; use on-line computer systems to research a report; use a computer spreadsheet to develop analysis.

(d) Systems:
Students in this course learn how technological systems work and operate effectively with them.

(e) Technology:
Students in this course learn how to choose procedures, tools or equipment including computers and related technologies.

Foundation Skills

(a) Basic Skills:
This course develops Reading skills to locate, understand, and interpret written information in manuals, graphs, and schedules and Writing skills to communicate thoughts, ideas, information, and messages, and create documents such as letters, reports, and graphs.

(b) Thinking Skills:
Students in this course will know How to Learn. They will use efficient learning techniques to acquire and apply new knowledge and skills. This course also develops Reasoning skills to discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.

(c) Personal Qualities:
Students learn Responsibility. They exert a high level of effort and persevere toward goal attainment. They learn Self-Management. They assess themselves accurately, set personal goals, monitor progress, and exhibit self control. They learn Integrity and Honesty. They choose ethical courses of action.
Attendance Policy:

(Classroom Sections) You must be seated and ready to begin class at the scheduled meeting time.

(Internet Sections) You must be complete the first quiz in MyITLab by the third scheduled class to be certified.

Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this lecture/lab course, your participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.

Grading Scale:

Numerical Grade (%) =  (total points earned/total points possible) x (Honesty factor)

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<th>Points Earned</th>
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<td>900-1000</td>
<td>90 – 100 %</td>
<td>A</td>
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<tr>
<td>800-899</td>
<td>80 – 89 %</td>
<td>B</td>
</tr>
<tr>
<td>700-799</td>
<td>70 – 79 %</td>
<td>C</td>
</tr>
<tr>
<td>600-699</td>
<td>60 – 69 %</td>
<td>D</td>
</tr>
<tr>
<td>below 600</td>
<td>below 60%</td>
<td>F</td>
</tr>
</tbody>
</table>

Points are posted on http://ecampus.dcccd.edu. Errors do occur. It is your responsibility to check your grades throughout the semester and report any discrepancies to your instructor.

Late Work Policy:

&

Makeup Exam Policy:

The following definitions and penalties apply to assignments (Work/Exams):

On time: Submitted in the class specified by instructor.

Complete: With Section and Last name in the Top Right corner.

Late: Work submitted late will be discounted 10 percent for every day after the due date.

NO ASSIGNMENT WILL BE ACCEPTED LATER THAN THE LAST CLASS DATE PRIOR TO THE FINAL EXAM. THE FINAL EXAM MUST BE COMPLETED BY 11:00 AM ON THE DATE SCHEDULED.
Evaluation Procedures:

1. Communication of Requirements:

Assignment schedules may change. Assignment schedules are in [http://ecampus.dcccd.edu](http://ecampus.dcccd.edu)

2. Tests and Assignments:

a. Tests will be given on each chapter and application. The tests will be scheduled after class coverage of each topic. The date and time of the final exam is published.

b. Assignments will consist of exercises taken from the textbook. All paper submissions must have Section and Last name in the Top Right corner before submission for grading. Assignments not meeting this requirement will NOT be accepted.

c. Graded homework will be held for a maximum of two weeks before being discarded.

d. No portion of any graded work may be done by anyone else but the student being graded. (see Academic Integrity).

3. Laboratory Requirements:

You are responsible for all material covered in assigned chapters unless otherwise noted by the instructor. The following assignments must be completed in order to use laboratory software.

a. Purchase removeable media (flashdrive)
b. Create network logon (If in a classroom)
c. Create ecampus logon
d. Create e-mail logon
e. Create MyITlab login
f. Some exercises found in the book may require data provided by the publisher. This data is available on the disk in the textbook, and may also be downloaded from the publisher web site (see text).
g. Laboratory work is necessary in order to pass practical exercises.

4. Email Format:

Line 1: Section Number
Line 2: Last name, First name
Line 3: Assessment code (example: G04) or Subject
Line 4: List of attachments (Attachments must have filenames that begin with your last name followed by initials then Assessment code or Subject.)
5. Header for Paper Submissions:

   Required information on right side of header (points will be deducted if not followed):

   Line 1: Section Number
   Line 2: Last Name, First Name

   Sample:
   Section 6xxx
   Doe, Jane

6. Computerized Testing Procedure:

   a. Tests are given on the computer.

   b. It is the responsibility of the student to take tests on the date scheduled unless other arrangements have been approved by the instructor prior to the test.

   c. For tests given in Open Lab, each student must "sign in" at the counter before beginning a test. No data disk is required for a test.

   d. Most tests are "closed book" - any student using reference material or conferring with another student will be considered cheating.

   e. The procedure for accessing a test must be learned prior to the first test.

7. Instructional Software:

   Software is available through our college instructional network. To use this network you must obtain a login name using the procedure as described by your instructor.

8. Login Names:

   Your campus network logon name is the 7-digit Student-ID that is printed on your paid fee receipt acquired at registration. Do not enter a password.

   Your ecampus logon is the letter “e” followed by the same 7-digit Student-ID. The password is the same.
Course Outline:

- **General Assessments (G01 - G05) = 10%**
- **Skills Assessments (SW1 – SP3) = 20%**
- **Project Assessments (PW1 – PP3) = 30%**
- **Concept Assessments (C01 - C13) = 40%**

**Student Learning Outcomes:**

Achievement of the following objectives will be measured through tests and laboratory assignments. At the end of the term the student should be able to:

A. Knowledge and Comprehension Levels
   1. Identify the elements that comprise an information system
   2. Identify the terminology and purpose of major hardware components in personal computer systems and networks
   3. Identify the terminology and purpose of major software components in personal computer systems and networks
   4. Identify ethical, privacy, and security issues related to the use of computers in society
   5. Identify the steps used to create new software and new information systems

B. Demonstration Level
   1. Demonstrate ability to locate information using the Internet
   2. Demonstrate ability to create documents, spreadsheets, databases and presentations using software

**Course Schedule of Assignments & Exams:**

(See schedule on ecampus)
Withdrawal Policy:

To drop a class or withdraw from the College, students must follow the prescribed procedure outlined in the MVC catalog. It is the student's responsibility to drop or withdraw. Failure to do so will result in the student receiving a performance grade, usually a grade of "F." Should circumstances prevent a student from appearing in person to withdraw from the College, the student may withdraw by mail by writing to the Registrar. A drop/withdrawal request by mail must be received in the Registrar's Office by the semester deadline. No drop or withdrawal requests are accepted by telephone. Students who drop a class or withdraw from the College before the semester deadline receive a "W" (Withdraw) in each class dropped.

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

Semester Drop Date:

The last day to withdraw or drop a class for the current semester is Thursday April 18, 2013.

District Third Attempt Policy:

Effective for Fall Semester 2005, the Dallas County Community Colleges will charge a higher tuition rate 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 higher 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. More information is available at: https://www1.dcccd.edu/cat0506/ss/oep/third_attempt.cfm

Financial Aid:

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.

Certification for Financial Aid for Online Students:

A test from each textbook must be completed in the first week to prove attendance.
Texas Success Initiative (TSI):

The Texas Success Initiative (TSI) Program is required by state law to ensure students enrolled in Texas public colleges possess the academic skills needed to perform effectively in college-level coursework. TSI includes a testing component designed to identify and provide information about your reading, writing, and math skills. You are expected to consult with the college TSI Coordinator in order to meet the TSI requirements. It is your responsibility to be aware of all TSI regulations. For more information, visit [www.thecb.state.tx.us/](http://www.thecb.state.tx.us/)

Academic Honesty/Code of Conduct:

Scholastic dishonesty constitutes a violation of the DCCCD rules and regulations governing student conduct and will not be tolerated. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion (e.g. copying or letting someone copy work). Any student found to be engaging in any type of scholastic dishonesty shall be disciplined as described by DCCCD Board policies, and forfeit all trust and points for a passing grade (You get an “F” for the Course.) with this instructor.

ADA Statement:

If you are a student with a disability and/or special needs who requires ADA accommodations, please contact your college Disability/Special Services office at 214-860-8691. Failure to register may affect your entitlement to accommodation.

Religious Holidays Policy:

Students who are absent from class for the observance of a religious holiday may take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day of the semester, the student notified the instructor(s) that the student would be absent for a religious holiday. Sec. 51.911 Tx. Educ. Code.

Inclement Weather Statement:

In the event of severe weather conditions, please listen to local radio or television stations for information concerning official closing of Mountain View College facilities. You can also call the information line at 214.860.8680, or check for updates on the web site. Decisions for evening classes will be made by 4:00 pm.

Disclaimer:

Instructor reserves the right to change syllabus/course schedule at any time.

Other:

See Schedule in separate delivery.
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