**Business Computer Applications**

**BCIS 1405-63401**

Spring 2016

January 20, 2016 – May 12, 2016

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**Professor:** Anila Das  
**Email:** [Adas@dcccd.edu](mailto:Adas@dcccd.edu)  
**Meeting Days & Time:** INET  
**Credit Hours:** 4  
**COURSE ID:** das62158

**Division:** Career and Technical Education  
**Office Hours:** Monday – Thursday 7:30am – 7:00pm  
               Friday – 7:30am – 4:30pm  
**Office Phone:** 214-860-8619  
**Office Location:** W210

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**Course Description:**

**BCIS 1405 - This is a Texas Common Course Number.** 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. This course will fulfill DCCCD's degree requirements only if this course has been successfully completed and the date of completion does not exceed six (6) years.

**Coordinating Board Academic Approval Number 1102025404**

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**Course Pre-requisites:**  
Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Imitative (TSI) standard in Reading.

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**Course Material’s/Supplies Needed:**

1. **Go! All in One: Computer Concepts and Applications, 2/e**  
   Gaskin, Graviett & Geoghan  

2. MyITLab Access Code (If book is purchased through MVC bookstore this should come with book)
Core Objectives:
DCCCD has included courses in its core curriculum that address important issues that affect the quality of students' lives and work. The objective of a computer literacy component in a core curriculum is to enable the student to explain 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 and demonstrate a basic functional knowledge of network resources, operating systems/environments, word processing, spreadsheets, and databases, while using a microcomputer to solve specific problems. The Exemplary Educational Objectives are:

- To discuss computer and communications terminology
- To evaluate the effects and implications of computers and communication technology on society
- To demonstrate knowledge of the impact of technology on the individual's privacy, security, lifestyle, work environment, standard of living and health
- To gather information for decision making
- To participate in global communities making full use of available technology
- To create qualitative and quantitative presentations

Student Learning Outcomes
Upon successful completion of this course, students will:

1. Describe the fundamentals of Information Technology (IT) infrastructure components: hardware and software.
2. Data communications systems.
3. Explain the guiding principles of professional behavior in computing.
4. Demonstrate proper file management techniques to manipulate electronic files and folders in a local.
5. Networked environment.
6. Use business productivity software to manipulate data and find solutions to business problems.
7. Explain the concepts and terminology used in the operation of application systems in a business environment.
8. Identify emerging technologies for use in business applications.
9. Complete projects that integrate business software applications.

Course Outline: Refer to Course Calendar
Evaluation Procedures:

**Evaluation Methodology (Grading Criteria)**

<table>
<thead>
<tr>
<th>Evaluation Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Lab Average</td>
<td>30%</td>
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<tr>
<td>- Check Your Knowledge Assignments</td>
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<tr>
<td>- Simulation Trainings</td>
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<tr>
<td>Exam Average</td>
<td>35%</td>
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<tr>
<td>Quiz Average</td>
<td>25%</td>
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<tr>
<td>Class Activities/Class Participation</td>
<td>10%</td>
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<tr>
<td><strong>Total Points</strong></td>
<td><strong>100%</strong></td>
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</tbody>
</table>

**Completing Assignments**
You will complete all assignments through Myitlab.com
- Labs
- Exams
- Quizzes

**Quizzes/Exams**
There will be quizzes/exams given covering the material in the text and lectures. **Missed quizzes/exams may not be made up without documented excused absences.** If you know that you must miss class on the day of the quiz/exam, see me or contact me by email to arrange to take the quiz/exam prior to your absence.

**Labs**
Lab attendance is mandatory, it is not optional. This will be the best time to get individual attention from me. The **lab assignments are worth 30% of the final grade** for this class. **You will not be able to pass this course without doing your lab assignments and, thus, being prepared to do the practical exercise on each exam.** You may use the lab in W141 as a “drop-in” at times outside our scheduled lab time or you may work at home if you have the appropriate software (MS Office 2013 including Word 2013, Excel 2013, Access 2013, and PowerPoint 2013) and data files on your computer. **You must have Office 2013 installed on your home or work computer to do the assignments. Any other version will not work!** The lab hours are posted outside of the W141 entrance. **Lab exercises not submitted within 5 calendar days of the due date will receive a zero.** All Lab assignments will be completed using myitlab.com.

**Instructor Attendance Policy:**
Students are expected to attend all classes. For online this means to check in to your Blackboard and complete weekly assignments.

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 course, your physical 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:**

- 90% and above earns an A
- 80% - 89% earns a B
- 70% - 79% earns a C
- 60% - 69% earns a D
- 0% - 59% earns an F

**Late Work Policy:**

All work needs to be completed by the due date. If a situation occurs in which you need to turn in late work please see me. Late work will be addressed on an individual basis.

**Makeup Exam Policy:**

Prior notification and a **written/documentation** note is required if you need to makeup an exam or quiz.

**College Sponsored Events:**

Please check the college website and bulletin boards for announcements regarding events at MVC.

**Electronic Devices:**

**NO Electronic devices allowed in the classroom.** Students are expected to turn off all cell phones, electronic devices and pagers during class time. There is to be **NO** texting during class.

**Certification Procedures: (For Online Courses)**

1. Log into E-campus during the 1st week of class
2. Complete the “Introduction” Discussion Board Thread
3. Follow the steps in E-campus to get enrolled into MyITLab.com
4. Complete Week 1 Folder assignments.

**Once these steps are completed and you have you will be certified as having attended class for financial aid purposes.**

**The withdraw date for this class is April 14, 2016.**
**Academic Dishonesty:**
Students that are caught plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college.

*Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. 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. More information is available at https://www1.dcccd.edu/catalog/ss/code.cfm.*

**Institution Policies:**
Please visit [http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf](http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf) for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan.).
### Course Calendar:

## BCIS 1405 Course Schedule

All Weekly folder work is due by Sunday 11:59pm

All work will be completed in Myitlab.com

### Assignments to be completed during the week

- CK = Check Your Knowledge
- ST = Simulation Training
- Lab Projects
- Simulation Exams
- Quizzes

<table>
<thead>
<tr>
<th>Week</th>
<th>Chapters</th>
<th>Assignments</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Read Syllabus Register with My It Lab</td>
<td>Introduction Discussion Board (required)</td>
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<td>Register for Myitlab</td>
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<td>Week 2</td>
<td>Chapter 1 Computers &amp; Information Processing</td>
<td>Ch. 1 Quiz</td>
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<td>Ch. 1 – CK</td>
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<td>Week 3</td>
<td>Chapter 2 Getting Started w/Windows 8.1</td>
<td>Ch. 2 – CK</td>
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<td>Chapter 3 Intro to MS Office 2013</td>
<td>Ch. 2 Quiz</td>
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<td>Ch. 3 – ST</td>
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<td>Ch.3 Simulation Exam</td>
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<td>Week 4</td>
<td>Chapter 4 The Internet</td>
<td>Ch. 5 – CK</td>
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<td>Chapter 5 Using IE, Cloud Computing &amp; OneNote</td>
<td>Ch. 4 – CK</td>
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<td>Ch. 4 Quiz</td>
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<td>Ch. 5 Quiz</td>
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<td>Week 5</td>
<td>Chapter 6 Hardware</td>
<td>Ch. 6 Group Topics</td>
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<td>Ch. 6 – CK</td>
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<td>Ch. 6 Quiz</td>
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<td>Week 6</td>
<td>Chapter 7 Microsoft Word</td>
<td>Ch. 7 Word – ST</td>
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<td>Ch. 7 Lab Project</td>
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<td>Ch. 7 Simulation Exam</td>
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<td>Week 7</td>
<td>Week 8</td>
<td>Week 9</td>
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<tr>
<td><strong>Chapter 8</strong> Microsoft Word</td>
<td><strong>Chapter 10</strong> Microsoft Excel</td>
<td><strong>Chapter 8</strong> Microsoft Word</td>
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<tr>
<td><strong>Chapter 9</strong> System Software</td>
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<tr>
<td>Ch. 8 Word – ST Ch. 8 Lab Project Ch. 8 Exam Ch. 9 Quiz Ch. 9 – CK</td>
<td>Ch. 10 Excel – ST Ch. 10 Lab Project Ch. 10 Exam</td>
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</tbody>
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*Finals Week – GOOD LUCK!*