Dallas County Community College District
BCIS-1405-21421 - Business Computer Applications

Course Syllabus

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Instructor Information:

Instructor: Shena' Young
E-Mail: slyoung@dccc.edu
Chat Hours: TBA

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Important Contacts:

For problems logging in, accessing the web site or other technical issues:
   Technical Support - call 972-669-6402 or visit the ecampus web site and look for the Student Technical Assistance area.
General questions about on-line Computer Information Technology courses offered through Brookhaven:
   Tarrilynn Wall - call 972-860-4902 or E-Mail twall@dccc.edu or

The Computer Information Technology Administrative Supervisor for this course is:
Course Description:

This course introduces the use of computers in business organizations, professional activities and personal life. The student will develop the ability to use computer-based technology in communicating, acquiring information and solving problems. Additionally, the student will evaluate the effects and implications of information technology on various aspects of society.

Course Prerequisites:

This course does not have a prerequisite.

Student Learning Outcomes:

1. Identify and understand the terms used to describe the key components and the relationships between computer hardware, networks, system and application software.
2. Effectively organize, manage, and communicate information using software applications such as word processing, spreadsheet, presentation, and database software.
3. Identify ethical, privacy, and security issues related to using computers in society.

Course Materials:

This course requires you to use 2 items – a text, Fundamentals of Information Systems 8th Edition by Stair and Reynolds, published by Cengage Learning, and an Internet website based training and testing tool called SAM 2016 which will be used for some of your lab work. You may purchase either:

or
Your materials are available at the Brookhaven College bookstore at a special discounted price for Brookhaven students only. The ISBNs are not searchable online and you are advised to not simply search the web on your own as you will not find the discount.

You may **not** share SAM access with another student. The SAM system provides graded testing for only one student per access code and students are required to each do their own work.

During the course, you will be provided with a free set of PowerPoint chapter slide files for use during this course. These slides are COPYRIGHT ©2015 by Cengage Learning, Inc. and are for students' personal use only.

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**Computer Information:**

You will need convenient access to a computer with:

- Microsoft Windows 10, 8, 7 or Vista.
- Microsoft Internet Explorer 8.0 or higher, Firefox or Chrome.
- An Internet connection.
- Microsoft Office 2013 or newer (not an earlier version), including Word, Excel, PowerPoint and Access. Options for finding Office include:
  - Your own home or office computer.
  - If you can get to Brookhaven College, you can use Office in our K103 lab.
  - If you are near another DCCCD school, they may have Office in an Open Lab that you can use. (Call and check, though.)
  - Free download for students of Office 365 – click [here](#) for more information.

In general, you should have the following computer skills, at a minimum:

- The ability to start up your computer and get to a Windows desktop,
- Knowledge of basic mouse operations such as clicking and double clicking,
- The ability to start a program by double-clicking on its' desktop icon,
- The ability to browse to and within web pages,
- The ability to compose and send an E-Mail

We know this is an Introduction-type course, but since you are taking it on-line you do need to know just a little about using a computer at the outset. Also, if you are planning to work on several different computers, or on a computer that isn't your personal one, you will need a flash drive for your files.

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**Student Contributions:**

Experiences in this course include:
• Reading assignments.
• Online attendance. Although this is not a traditional class with specific meetings at given times, your “attendance” and participation is measured by the frequency and quality of your interactions with your instructor.
• Assignments using application software.
• Communicating via live chat, a newsgroup-type discussion board and E-Mail.
• Testing.

Grading System:

You will accumulate course points for work done as follows:

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 0</td>
<td>15</td>
</tr>
<tr>
<td>5 SAM Software Assessments</td>
<td>185</td>
</tr>
<tr>
<td>4 @ 40 points each, 1 @ 25 points</td>
<td></td>
</tr>
<tr>
<td>5 Lesson Projects</td>
<td>450</td>
</tr>
<tr>
<td>4 @ 100 points each, 1 @ 50 points</td>
<td></td>
</tr>
<tr>
<td>4 Discussion Board Posts @ 25 points each</td>
<td>100</td>
</tr>
<tr>
<td>4 Exams</td>
<td>250</td>
</tr>
<tr>
<td>3 @ 50 points each, 1 Final Assessment @ 100 points</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>1000</td>
</tr>
</tbody>
</table>

Your final course grade will be determined as shown:

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900-1000</td>
<td>A</td>
</tr>
<tr>
<td>800-899</td>
<td>B</td>
</tr>
<tr>
<td>700-799</td>
<td>C</td>
</tr>
<tr>
<td>600-699</td>
<td>D</td>
</tr>
<tr>
<td>000-599</td>
<td>F</td>
</tr>
</tbody>
</table>

Please be aware that the table above is the only method that is used to figure out your final grade. Percentages – like "90% to 100%" earns an "A" – are not used in this course at all.

Point deductions, some severe, will be made if you violate the rules and procedures of this course. Details are noted below.

End-of-semester grades will not be mailed to you by the college. You may receive your grade through the Internet by using the following directions:

• Browse to the DCCCD eConnect web site.
• Click the Current Student Menu tab.
• Find the My Personal Information section.
Click on **Check My Grades (GPA)**.

- The system will then ask you to login, do so.
- Select **Term** – choose the correct semester.
- Select **Grade Type** (CR – Credit Grades).
- Click the **SUBMIT** button and your grades will display.

**Required Course Work and Late Penalty Information:**

Your first required coursework will be **Assignment 0**. It is part of the Orientation. It includes a Beginning of Course Survey worth 15 points and some communications exercises. **Students will not have any work graded or accepted for credit until their Assignment 0 is complete.**

This course is divided up into large segments called Lessons. Each Lesson contains several activities for you to do and a due date. Late work may result in penalties at your Instructors’ discretion. You may request a deadline extension to provide for observance of religious holidays, further information is provided below.

Within each Lesson, you will have:

- **Textbook reading and study**, which includes optional auxiliary material to help you learn the concepts. You do not get points for this directly, but large portions of the Exams are based on knowledge gained here.

- **SAM Software Assessments**, which
  - determine if you know how to use the basic features in 5 areas of computing - Windows, Word Processing, Spreadsheets, Databases and Presentation Graphics software.
  - use a separate website where you can do some training and take some assessments.
  - has a first SAM assessment about Windows. If you score 85% or better, you have passed and earn 25 points. If your score is 84% or less you have failed the attempt and earn no points. You can then work some tutorials to build your skills in that area, then retake the assessment. You have up to 5 chances to pass.
  - then has other SAM assessments covering other areas of Microsoft Office. If you score 85% or better on each one, you have passed and earn 40 points. If your score is 84% or less you have failed the attempt and earn no points. You can then work some tutorials to build your skills in that area, then retake the assessments. You have up to 5 chances to pass.
  - should be taken very seriously - failure here in more than one area may cause you to fail the entire course.
  - are to be done on an individual basis only.
  - have detailed instructions that will be provided to you later, just be sure you understand the rules now.

- **Lesson Projects**, which
  - allow you to demonstrate the use of computer software to solve a specific “real-world” type of problem.
  - are general exercises requiring you to use critical thinking, problem analysis skills and creativity. They do not have set answers, each solution is different.
- may not be submitted more than once for credit (Correcting your mistakes and re-submitting for a higher grade isn’t permitted).
- are to be done on an individual basis only.

- **Discussion Board Posts**, which
  - provide you an opportunity to perform some critical thinking about relevant issues that are part of this course.
  - are presented for everyone to see and comment on, if desired.
  - may not be submitted more than once for credit.
  - are to be done on an individual basis only.

- **Exams 1 - 3**, which
  - cover all material in a group of lessons.
  - may consist of multiple-choice, matching or similar type questions - but NO essays!
  - may be taken up to 2 times if desired. Your score will be for your final attempt, though, so if you take it twice but do worse the second time you will be stuck with that score.
  - are different for different students, and if you take an Exam more than once you will get different questions.
  - are not timed, but you should login right before you take one. There is a 3-hour login limit per session and you want as much time as you can get.
  - must be taken all in one sitting.
  - are considered "open book".
  - are to be done on an individual basis only.

- **A Final Assessment**, at the end of the course, which
  - covers all text and SAM material in the course.
  - consists of multiple-choice questions only.
  - may only be taken once, all in one sitting
  - has a 60-minute time limit
  - is considered “open book”.
  - Is to be done on an individual basis only.

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**Withdrawal with a "W":**

If you are unable to complete this course, YOU must withdraw by the official drop date for this course, which is **Month Day, Year**. If you stop “attending” class and do not withdraw you will receive a performance grade, usually an "F".

**STOP BEFORE YOU DROP!**

For students who enrolled in college level courses for the first time since 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.
Students often drop courses when help is available which would allow them to continue. Please feel free to discuss your plans with your instructor if you are considering a drop.

If you still wish to drop, after having reviewed all of the above, you should:

- Browse to the DCCCD eConnect web site.
- Click the Current Credit Student Menu link.
- Click the Log In link.
- After logging in, find and click the Drop Classes link (look under the Register for Classes area).

Americans with Disabilities Policy Statement:

If you feel the need for an academic adjustment due to any type of physical disability or learning difference, please contact Special Services at 972-860-4847 or visit the Disability Support Services web page for advisement and counseling. They will be happy to work with you.

The BlackBoard Content Management system is ADA compliant. Students using screen readers are advised to consult the screen reader tutorial available in BlackBoard help. Also, you are welcome to look at BlackBoard's Commitment to Accessibility on the web.

Please note for those visually impaired students using screen readers – a second set of PowerPoint slides accompanying each Lesson in this course have been included in a simple text format so your reader can use them.

Notice for Students on Financial Aid:

If you are receiving Financial Aid grants or loans, be aware that:

- Your participation in this course must begin on or before the official certification date.
- If you are failing the course, you must participate after the drop date.
- You must check with the Financial Aid Office prior to Dropping/Withdrawing this course.

Violation of any of these rules may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester.

Incomplete ("I") Grading:

Incompletes are only considered in those circumstances where a student has had a documentable crisis or emergency occurring sometime in the last several days of the course, preventing the student from
completing the final few items of required work (a last Project or Exam, for example). The "I" is designed only to provide a little extra time to finish up, and is not granted to students who are substantially behind in their work as the end of the course approaches. It is not to be considered as a grade to request should you simply not have the time to get your work done during the semester.

If you feel you meet the qualifications for an "I" and would like to request one, contact your Instructor as soon as possible. Students who do not qualify for an "I" may not complete any coursework for credit after the final Absolute Deadline as shown in the Course Schedule.

Repeating the Course:

Each college of the DCCCD charges 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 being charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts included courses taken at any of the DCCCD colleges since the Fall 2002 semester.

Academic Dishonesty:

All work in this course is undertaken with the understanding that academic honesty is the only acceptable behavior for students. Further, it is understood that the Instructor sets the standards of academic honesty in this course, determines when those standards have been violated and determines the consequences of that behavior by the student.

Students are expected to do their coursework by themselves unless it is specifically noted that group work is allowed for a particular item. Violations of this rule are considered cheating and will be penalized.

Cheating is defined as collusion, collaboration, providing assistance, access and use of material intended for Instructors only, viewing of another students’ work before or after submission for grading, file sharing, password sharing, fabrication, plagiarism, or copying from the Internet. None of these will be tolerated. Excuses such as "It was an accident" or "I didn't know we couldn't work together" will not relieve the student of penalties. There are no acceptable explanations for any of these behaviors.

For the first offense, a grade of 0 will be issued for the coursework in question. Students then failing to complete all further coursework on their own will receive a score of 0 for the entire related Course Component involved in the second offense.

Students often share a computer at home or in an office with another student or students who is/are also simultaneously enrolled in this course. Sharing a computer is permitted, provided:

Your Instructor is notified, which you will do as part of completing Assignment 0 AND
You work on the shared computer at a different time from the person(s) you are sharing the computer with
AND
You do not view the monitor while the other person(s) is/are working on the course
AND
You do not at any time view any printouts or files of the person(s) you are sharing the computer with
AND
Your files are placed in separate folders or on separate storage media from the person(s) you are sharing the computer with. If you do not know how to do that, ask your Instructor.

All students in this course are expected to abide by the rules and regulations as set forth in both the DCCCD Student Code of Conduct. Failure to comply may result in legal and/or disciplinary action.

Deadline Extensions for Religious Holidays:

A student shall be granted an extension of any due date or deadline which coincides with the observance of a religious holy day, including travel for that purpose. A “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. Students must notify the instructor in writing or via E-mail of their intent to claim any extension. This notification must take place within 7 days of the published starting date of the course and must include the date(s) for which an extension is needed. The instructor will respond with an adjusted due date or deadline.

The Family Educational Rights and Privacy Act (FERPA): is a federal law that protects students. Also known as the Buckley Amendment, this law gives students four rights:

1. The right to inspect and review education records.
2. The right to seek the amendment of education records.
3. The right to consent to the disclosure of education records.
4. The right to file a complaint with the FERPA Office in Washington, D.C.

More information about this is available at the DCCCD web site.

Instructor’s Right to Modify: Your Instructor has the right to add to, delete, change or revise segments of this course or syllabus anytime during the course.