RICHLAND COLLEGE  
School of Engineering and Technology  
972.238.6290  
BUSINESS COMPUTER APPLICATIONS  
BCIS 1405 - 81428  
FALL 2017 SEMESTER: 4 CREDIT HOURS

DR. PETER L. IRWIN  
972.238.6031  
OFFICE: B 144  
OFFICE HOURS: Tuesday, Thursday 9:00 AM - 11:30 AM  
E-MAIL ADDRESS: Pirwin@dccc.edu  
DROP DATE OCTOBER 27, 2017.

THE INSTRUCTOR RESERVES THE RIGHT TO AMEND A SYLLABUS AS NECESSARY

YOU MUST HAVE A WORKING E-MAIL ADDRESS IN ORDER TO TAKE THIS COURSE. SEE BELOW TO FIND OUT ABOUT HOW TO ADD YOUR ADDRESS. THIS IS AN ONLINE CLASS NOT A SELF PACED CLASS. ALL WORK FOR THE CLASS HAS SPECIFIC DUE DATES AND TIMES AND LATE WORK IS NOT ACCEPTED FOR ANY REASON. THERE IS NO EXTRA CREDIT FOR THIS CLASS.

I. 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.)

II. COURSE PREREQUISITES: Developmental Reading 093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading.

II. REQUIRED COURSE MATERIALS: THERE ARE TWO REQUIRED BOOKS FOR THIS CLASS. PLEASE BE SURE YOU PURCHASE THE CORRECT BOOK AS THERE ARE MANY EDITIONS AND SEVERAL VERSIONS OF THE TEXTBOOKS ON THE MARKET.


COURSE OBJECTIVES:

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, graphs, and integration by using a microcomputer to solve specific problems. Organize, manage and communicate information using software applications such as word processing, spreadsheet, presentation, and database software.

Identify and describe the key components and the relationships between computer hardware, networks, system and application software.

Recognize and evaluate ethical, privacy and security issues related to using computers in society.

I. COURSE OUTLINE: You will find all due dates and times for the class in COURSE MAP in the Blue Tab in our eCampus class. PLEASE NOTE all assignments are due at midnight on the date due and all TESTS must be completed by 3 pm on the date due.

II. Discuss the impact of computer technology on society.

Demonstrate a working knowledge of PC operating systems, word processing, spreadsheets, databases, charts, graphs, and integration by using a microcomputer to solve specific problems. Organize, manage and communicate information using software applications such as word processing, spreadsheet, presentation, and database software.

Identify and describe the key components and the relationships between computer hardware, networks, system and application software.

Recognize and evaluate ethical, privacy and security issues related to using computers in society.

I. COURSE OUTLINE: See the COURSE MAP in the Blue Tab for specific dates for the semester. NOTE: All assignments are due at Midnight of the date listed and All tests must be completed by 3 pm on the final day of testing.

IX. Institution Policies: Refer to the Richland College website:

www.richlandcollege.edu/syllabipolicies

ADDITIONAL LINKS FOR FALL 2017

Institutional Policies:

https://alt.richlandcollege.edu/employees/syllabus-institutional-policy-statements/

Academic progress: http://richlandcollege.edu/admissions Advising:

http://richlandcollege.edu/advising Academic Honesty:

https://alt.richlandcollege.edu/conduct.
III. Richland’s Quality Enhancement Plan (QEP) provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective lifelong learners empowering success in college and in life. The link is: http://www.richlandcollege.edu/qep2013/

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

The course evaluation is made up of three components:
Tests - there will be four (4) examinations given during the semester. Each of the four tests will cover a unit of material and each test will count equally in determining your semester grade. Each of the tests will count for 100 points and the point scale for grades is below.
Assignments - There will be 7 assignments submitted during the semester. Each of the seven assignments will be counted equally, and each is worth 40 points.
Discussion Questions - These will be short questions and discussions which you will be asked to submit throughout the semester. There will be four (4) of these and each will count for 25 points. The key to success in this course is to start reading the assignments, studying the materials in the textbook and do the required exercises on time. No work will be accepted late for any reason, as the assignments are open for at least a week or more. FAILURE OF YOUR INTERNET CONNECTION OR COMPUTER ISSUES ARE NOT THE RESPONSIBILITY OF THE INSTRUCTOR, AND THEREFORE ARE NOT VALID EXCUSES FOR LATE WORK. IT IS YOUR RESPONSIBILITY TO INSURE THAT YOUR WORK IS SUBMITTED IN A TIMELY FASHION, BEFORE THE DUE DATE, AND TIMES. BE CERTAIN YOU HAVE THE CORRECT EMAIL ADDRESS AND THAT YOU SUBMIT THE WORK IN PLENTY OF TIME. I WILL RESPOND WHEN THE WORK HAS BEEN RECEIVED. Good Luck and contact me if you need assistance. My email address is: Pirwin@dcccd.edu

I. GRADING SCALE: The grades for this class are as follows:

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>699-780</td>
<td>A</td>
</tr>
<tr>
<td>698-620</td>
<td>B</td>
</tr>
<tr>
<td>619-542</td>
<td>C</td>
</tr>
<tr>
<td>541-456</td>
<td>D</td>
</tr>
<tr>
<td>000-455</td>
<td>F</td>
</tr>
</tbody>
</table>

I. This is an online class and there are no requirements for attendance in a classroom. You will not be expected to attend any class or come to Richland College during the semester. You will be expected to submit work as listed above and some work will be due on weekends and holidays.

In order to avoid these issues, you may always submit work early, just not late.

VIII. IMPORTANT NOTES:

A.) On-line courses have advantages and disadvantages over regular classroom classes and it’s very important that you be aware of the differences. You will not be expected to attend classes, but this class has specific due dates and times when work must be submitted. THIS IS AN ONLINE CLASS, NOT A SELF PACED CLASS. The
difference is that you must meet specific due dates. You may always submit work early, but not late.

B.) You must have a working e-mail address in order to take this course. I will be sending out daily email messages to all students, and these messages will include updates to the assignments, tips on how to take the course and general information about any changes or modifications that are needed. Please go to e-campus and to your personal information and check to see if your e-mail address is correct and if for any reason your address changes during the semester, you must update this information.

C.) You are always welcome to contact me and ask questions as needed. I would encourage you to contact me so that we can discuss issues, concerns or just discuss your interests in this course. You may also hold discussion with other students as well, but you are expected to do your assignments alone. This course is more than just taking tests and accumulating points. I want you to have the opportunity to learn and to grow in your knowledge of computers and sharing ideas and thoughts will assist in this process. Copying others work is not acceptable however, and if you copy others work, you are cheating and that is a direct violation to the Student Code of Conduct. You are expected to turn your assignments in on time and you may not turn in an assignment more than one time for credit. My policy is that assignments are set so far in advance that I do not accept your work late.

I will post weekly updates on the announcements section of e-campus. These updates will alert you to upcoming events and due dates for assignments. In addition, I will just give some general information about what you should be doing and where you should be in the course. I will also e-mail you as a group to let you know about special issues and special considerations due to technical changes or just problems. YOU MUST HAVE A WORKING AND CURRENT E-MAIL ADDRESS.

I will make every attempt to respond to your questions and to grade your work within 24 hours. That can vary depending on the time you send the email and or telephone call. I will inform students when I will not be available. Often during the semester, I will have to attend conferences and meetings and will not be available, but I will do my best to keep everyone informed and do so as early as possible. All work must be submitted by email to me and I will grade and respond to the work. My email address is: Pirwin@dcccd.edu