Summer II – 2017
Business Computer Applications
BCIS 1405.46426
4 Credit Hours

ONLINE
ecampus.dcccd.edu

Contact Information:
Professor Yvonne Metoyer Robinson, Ed. D
yvonner@dcccd.edu – Phone: 972-860-7122
Office: L307

Course Description

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:

- Concepts Text:
  ISBN-10: 1—305-86405-0
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 date presentation.

Evaluation Procedures:

**EVALUATION:**
- **Tests = 300 points**
  - Tests = Multiple choice
    - Test 1 = 100 points
    - Test 2 = 100 points
    - Test 3 = 100 points

- **Projects = 600 Points**
  - Project 1 = 100
  - Project 2 = 100
  - Project 3 = 100
  - Project 4 = 100
  - Project 5 = 100
  - Project 6 = 100
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

- 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

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
## Course Outline:

<table>
<thead>
<tr>
<th>DAY/DATE</th>
<th>STUDY TOPIC Chapters to read by</th>
<th>Chapters</th>
<th>Due DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/11</td>
<td>Class Orientation</td>
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<td>Class Documents, eCampus</td>
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<tr>
<td>7/11-12-13</td>
<td>Introduction to Computer and the Internet</td>
<td>Chapter 1</td>
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<tr>
<td>7/13-14</td>
<td>Introducing the Internet and Email</td>
<td>Chapter 5</td>
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<tr>
<td>7/14-15</td>
<td>Exploring Microsoft Windows 7</td>
<td>Chapter 7</td>
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<tr>
<td>7/16-17</td>
<td>Managing Your Files</td>
<td>Chapter 8</td>
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<tr>
<td>7/18-19</td>
<td>Review</td>
<td></td>
<td>Project 1</td>
</tr>
<tr>
<td>7/20-21</td>
<td>Test 1 Multiple Choice</td>
<td></td>
<td>**** Test 1 Review Sheet****</td>
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<tr>
<td></td>
<td>Chapters 1, 5, 7 and 8</td>
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<tr>
<td>7/22-23</td>
<td>Creating a Document</td>
<td>Chapter 10</td>
<td>Project 2</td>
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<tr>
<td>7/24-25</td>
<td>Formatting a Long Document</td>
<td>Chapter 11</td>
<td>Project 3</td>
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<tr>
<td>7/26-27</td>
<td>Creating a Workbook</td>
<td>Chapter 13</td>
<td>Project 4</td>
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<tr>
<td>7/28-29</td>
<td>Creating a Database</td>
<td>Chapter 17</td>
<td>Project 5</td>
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<tr>
<td>8/3</td>
<td>Withdrawal Day</td>
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<tr>
<td>7/30-31</td>
<td>Creating &amp; Enhancing a Presentation/Review</td>
<td>Chapters 20-21</td>
<td>Project 6</td>
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<tr>
<td>8/1-2</td>
<td>Test 2 Multiple Choice</td>
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<td>**** Test 2 Review Sheet****</td>
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<td>Chapters 10, 11, 20 and 21</td>
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<tr>
<td>8/3</td>
<td>Computer Hardware</td>
<td>Chapter 2</td>
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<td>8/4</td>
<td>Computer Software</td>
<td>Chapter 3</td>
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<td>8/5</td>
<td>Computer Networks</td>
<td>Chapter 4</td>
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<td>8/3</td>
<td>Withdrawal Day</td>
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<tr>
<td>8/6-7</td>
<td>Network and Internet Security and Privacy</td>
<td>Chapter 6</td>
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<td>8/8-9</td>
<td>Review for Test 3</td>
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<tr>
<td>8/10</td>
<td>Test 3 Multiple Choice</td>
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<td>**** Test 3 Review Sheet****</td>
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<td></td>
<td>Chapters 2, 3, 4, and 6</td>
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</tbody>
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### Monday, August 7, 2017 – Deadline for Accepting All 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.

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 hard copy 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 7/19</td>
</tr>
<tr>
<td>Project 2</td>
<td>Word 7/23</td>
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<tr>
<td>Project 3</td>
<td>Word 7/25</td>
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<tr>
<td>Project 4</td>
<td>Excel 7/27</td>
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<tr>
<td>Project 5</td>
<td>Access 7/29</td>
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<tr>
<td>Project 6</td>
<td>PowerPoint 7/31</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>7/21</td>
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<td></td>
<td>Chapters 1, 5, 7,8</td>
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<tr>
<td>Test 2</td>
<td>8/2</td>
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<tr>
<td></td>
<td>Chapters 10,13,17,20</td>
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<tr>
<td>Test 3</td>
<td>8/10</td>
</tr>
<tr>
<td></td>
<td>Chapters 2,3,4,6</td>
</tr>
</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/luc10/

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 an Online 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 efcdso@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 3, 2017. 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

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
INSTITUTIONAL EQUITY

The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

**Students with Disabilities**

If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: https://www.eastfieldcollege.edu/services/Disability/Pages/default.aspx or contact DCCCD Office of Institutional Equity at (214) 378-1633.

College Disability Services Office 972-860-8348

**A Note on Harassment, Discrimination and Sexual Misconduct**

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit https://www.eastfieldcollege.edu/au/fastfacts/legal/TitleIX/Pages/default.aspx.

College Title IX Coordinator
Eastfield
Rachel Wolf  TitleIX-EFC@dcccd.edu
972-860-7325

District Title IX Coordinator
Office of Institutional Equity
LaShawn Grant  TitleIX-District@dcccd.edu
214-378-1633

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