Course Information

Course Title: Business Computer Applications
Semester/Year: Summer 2017
Course number: BCIS1405
Section numbers: 65400, 66400
Credit Hours: 4

Instructor Information

Instructor: Mikelk
E-Mail Address: (check ecampus section)
Telephone: (check ecampus section)
Online Office Hours: (check ecampus section)
Campus Office Hours: (check ecampus)

Course Prerequisites

One of the following must be met:
- Developmental Reading 0093
- English as a Second Language (ESOL) 0044
- Have met Texas Success Initiative (TSI) standard in Reading.

Required materials

Title: Visualizing Technology, Introductory, 5/e
Author: Geoghan
Publisher: Pearson

Title: GO! with Office 2016 Volume 1
Author: Shelley Gaskin, et al
Publisher: Pearson

Review Getting Started in this class on eCampus for how to obtain these materials.

Course Description

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.
(3 Lec., 3 Lab.) https://www1.dcccd.edu/catalog/coursedescriptions/detail.cfm?course=BCIS&number=1405

Participation Policy (Instructor feedback and response time)

No on-campus attendance is required for online/Internet sections. However, students are expected to log in and participate actively via eCampus. http://ecampus.dcccd.edu Try to check emails daily and access the class at least 3 times a week. You must show participation in this class in the first week by completing the Orientation Exam. All email questions will be answered before the end of the next work day. All grades will be posted within 2 work-days of the due date.

Core Competencies

This class is designed to help you develop a selection of the following competencies:

- Critical Thinking Skills: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Communication Skills: to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- Empirical and Quantitative Skills: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
- Teamwork: to include the ability to consider different points of view and to work effectively with others to support a shared purpose/goal.
- Personal Responsibility: to include the ability to connect choices, actions and consequences to ethical decision-making.
- Social Responsibility: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
Student Learning Outcomes

Upon successful completion of this course, students will:

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

Course Outline

This class is divided into six units:

UNIT 1: Lesson 1: Orientation
Lesson 2: What is a Computer
Lesson 3: Windows 10
Lesson 4: Application Software
Lesson 5: File management

UNIT 2: Lesson 6: Hardware
Lesson 7: System Software
Lesson 8: Digital devices and Multimedia
Lesson 9: The Internet

UNIT 3: Lesson 10-12: Microsoft Word
Lesson 13: The Social Web

UNIT 4: Lesson 14-16: Microsoft Excel
Lesson 17: Databases

UNIT 5: Lesson 18-19: Microsoft Access
Lesson 20: Networks and Communication

UNIT 6: Lesson 21-23: Microsoft Power Point
Lesson 24: Security and Privacy
Lesson 25: Program Development

Evaluation Procedures

There are 25 grades Total 480 points possible

<table>
<thead>
<tr>
<th>Graded Assessments</th>
<th>Number</th>
<th>Points</th>
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<tbody>
<tr>
<td>Orientation Exam</td>
<td>1</td>
<td>30</td>
</tr>
<tr>
<td>Concept Exams/Essays</td>
<td>12</td>
<td>210</td>
</tr>
<tr>
<td>Lab Project</td>
<td>1</td>
<td>20</td>
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<tr>
<td>Lab Skill Exams</td>
<td>11</td>
<td>220</td>
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<tr>
<td>Total</td>
<td>25</td>
<td>480</td>
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Grading Scale

<table>
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<tr>
<th>Average Percent</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 -100</td>
<td>A</td>
</tr>
<tr>
<td>80-89.9</td>
<td>B</td>
</tr>
<tr>
<td>70-79.9</td>
<td>C</td>
</tr>
<tr>
<td>60-69.9</td>
<td>D</td>
</tr>
<tr>
<td>0 - 59.9</td>
<td>F</td>
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Course Grade=(total points earned/total grades possible) x (Honesty factor)
The final grade for the class reflects evaluation of the student’s work on the following assignments:

**Concept Exams/Essays:** Concept exams will be administered online during the week indicated in the *Due Dates-Class Outline* document. The questions on the exam will be derived from the orientation and the textbook. The exams and point values are listed above.

- Essay Exams receive up to 50% of the points based on the percent of the paper that is relevant (needed to answer the question) and up to another 50% based on the percent of the paper that is accurate (verifiable claims).
- Multiple choice questions are graded as correct if the chosen answer matches the book.

**Lab Assignments:** The textbook lessons will introduce you to Windows and teach you the basics of Microsoft Office including Word, Excel, Power Point, and Access. The labs will require you to implement what you learned in the lessons. There is 1 graded lab project (see above). One point will be deducted for every step not followed from the book. Internet or operating system differences are not deducted.

**Skills Exams:** Skills exams will be administered online using MyITLab during the week indicated in the *Due Dates-Class Outline* document. These exams will test Microsoft Word, Excel, Power Point, and Access skills. The questions on the end exams will be derived from the training exam review questions on MyITLab. The training exams have help available. The exams and point values are listed above. These are graded by the computer and the specific criteria are provided in the training exams.

The total points for all of the above assignments added together is divided by total number of required grades for the final grade on MyITLab. This grade is manually transferred by the instructor to eCampus on the last day of the course. Extra credit points (see Extra Credit in your eCampus course) are added to the transferred grade from MyITLab in eCampus for the final official grade of record which will be submitted to eConnect.

**Late Work**

Work submitted late will be discounted 10 percent for every day after the due date. **NO ASSIGNMENT WILL BE ACCEPTED LATER THAN THE DUE DATE for the End of Course Survey.**

**NOTE:** The instructor reserves the right to modify any course requirements and due dates as necessary to manage and conduct this class. The intent of the instructor is to promote the best education possible within prevailing conditions affecting this class. You are responsible for contacting the instructor and seeking clarification of any requirement that is not understood in the syllabus.
**INSTITUTIONAL POLICIES**

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>Stop Before You Drop</strong></td>
<td>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 six 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 six non-exempt drops, you cannot drop any other courses with a &quot;W.&quot; 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: <a href="https://www1.dcccd.edu/coursedrops">https://www1.dcccd.edu/coursedrops</a></td>
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<tr>
<td><strong>Withdrawal Policy</strong></td>
<td>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 Thursday August 3, 2017. (<a href="https://www1.dcccd.edu/catalog/GeneralInfo/AcadCalendar/cal1617.cfm">https://www1.dcccd.edu/catalog/GeneralInfo/AcadCalendar/cal1617.cfm</a>) Failure to do so will result in your receiving a performance grade, usually an &quot;F.&quot; If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a &quot;W&quot; (Withdraw) in each class dropped. Students sometimes drop a course when help is available that would enable them to continue. Before you make the decision to drop this course, please contact the instructor by email.</td>
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<tr>
<td><strong>Financial Aid</strong></td>
<td>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. To speak with someone, please contact the Financial Aid Call Center at 972-587-2599 or by email at <a href="mailto:facc@dcccd.edu">facc@dcccd.edu</a></td>
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<tr>
<td><strong>Academic Honesty</strong></td>
<td>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.</td>
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<tr>
<td><strong>Repeating this Course</strong></td>
<td>Effective Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at: <a href="http://www.dcccd.edu/thirdcourseattempt/">http://www.dcccd.edu/thirdcourseattempt/</a></td>
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<tr>
<td><strong>Religious Holidays</strong></td>
<td>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 take a make-up examination or complete an assignment within a reasonable time after the absence.</td>
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<tr>
<td><strong>Final Course Grades</strong></td>
<td>Final Grade Reports are not mailed. Convenient access is available online at <a href="http://www.econnect.dcccd.edu">www.econnect.dcccd.edu</a>. Use your identification number when you log onto eConnect.</td>
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<tr>
<td><strong>ADA Statement</strong></td>
<td>If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-238-6180 (Voice/TTY). More information is available about Disability Services from the Student Services website: <a href="http://www.dcccd.edu/SS/">http://www.dcccd.edu/SS/</a></td>
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DCCCD OIE Required Syllabi Statement

Students with Disabilities:

DCCCD/Mountain View College is committed to providing equal access to students with disabilities. If you are a student with a disability, or if you think you may have a disability, please contact the MVC Disability Services Office (DSO) at 214 860-8871, to speak with a disability specialist (please note all communication with DSO is private and confidential). If you are eligible for accommodations, please 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). Once I have been notified by DSO of your accommodations we can discuss your accommodations and ensure your access to this class or clinical setting. For more information, please visit the Mountain View College Section 504 Coordinator, Johnetta Banks at JohnettaBanks@dcccd.edu or call 214 860-8871. You may also call the Office of Institutional Equity at 214 378-1633.

A Note on Harassment, Discrimination and Sexual Misconduct:

Consistent with its mission, Mountain View College seeks 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. Mountain View College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to faculty or staff and/or local resources found in the Student Handbook/Student Orientation materials, or the Office of Institutional Equity at (214) 378-1633. There are both confidential and non-confidential resources and reporting options available to you. Information regarding harassment, discrimination, sexual misconduct, relationship violence, stalking and retaliation is treated with the greatest degree of confidentiality possible while also ensuring student and campus safety.

As a faculty member, I am required to report incidents of discrimination and sexual misconduct to our Title IX Coordinator, Regina Garner, garnerre@dcccd.edu, 214 860-8561 and/or District Title IX Coordinator- LaShawn Grant TitleIX-District@dcccd.edu (214) 378-1633. For more information about policies and resources or reporting options, please visit the following website: www.dcccd.edu/titleIX.