Professor: Yasmin Gulzar  
Email: YGulzar@dcccd.edu  
Office Phone Number: 214-860-3607  
Office Number: W217  
Office Hours: Online  
Meeting Days & Time: INET (Online)  
Room Number: Online  
Credit Hours: 3  

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

<table>
<thead>
<tr>
<th>Semester Information</th>
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<tbody>
<tr>
<td>Start Date: 12/11/2017</td>
</tr>
<tr>
<td>End Date: 01/05/2018</td>
</tr>
<tr>
<td>Drop Date – 12/22/2017</td>
</tr>
<tr>
<td><strong>Note:</strong> Certification Day is 12/13/2017</td>
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</tbody>
</table>
*Online Students will obtain certification by completing the certification procedures listed in the syllabus.  

**Course Description:**  

**BCIS 1305 – This is a Texas Common Course Number.** 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.
Approval: 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**

**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.

**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:**

After successful completion of this course the student should be able to:

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 Material's/Supplies Needed:**

1. GO! with Office 2016 Volume 1, 1/e – Lab Book
2. Visualizing Technology, Complete, 5e – Lecture Book
3. MyITLab w/ Pearson eText - Access Code

All 3 items are sold in the MVC bookstore as a bundle package.

ISBN: 0134573064 (For bundle package sold in MVC bookstore)

**Certification Procedures**

1. Complete the “Introduction” Discussion Board Thread in Blackboard
2. Follow the steps in Blackboard to get enrolled into MyITLab.com
3. Complete the “Student Orientation Materials” in Myitlab.com

Certification procedures need to be complete by **December 12, 2017**.

**Once these steps are completed you will be certified as having attended class for financial aid purposes.**
Course Outline:

<table>
<thead>
<tr>
<th>Week</th>
<th>Visualizing Technology</th>
<th>Microsoft Office 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chapter 1, 2, 3</td>
<td>Word Chapter 1, 2</td>
</tr>
<tr>
<td>2</td>
<td>Chapter 4, 5</td>
<td>Excel Chapter 1, 2</td>
</tr>
<tr>
<td>3</td>
<td>Chapter 6, 7, 8</td>
<td>Access Chapter 1, 2</td>
</tr>
<tr>
<td>4</td>
<td>Chapter 9, 10</td>
<td>PowerPoint Chapter 1, 2</td>
</tr>
</tbody>
</table>

Evaluation Procedures:

**Evaluation Methodology (Grading Criteria)**

<table>
<thead>
<tr>
<th></th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lab Average</strong></td>
<td>35%</td>
</tr>
<tr>
<td>- IT Simulations</td>
<td></td>
</tr>
<tr>
<td>- Viz Check Quizzes</td>
<td></td>
</tr>
<tr>
<td>- Simulation Trainings</td>
<td></td>
</tr>
<tr>
<td><strong>Exam Average</strong></td>
<td>30%</td>
</tr>
<tr>
<td>- Simulation exams</td>
<td></td>
</tr>
<tr>
<td><strong>Quiz Average</strong></td>
<td>20%</td>
</tr>
<tr>
<td>- End of chapter quizzes</td>
<td></td>
</tr>
<tr>
<td><strong>Writing Assignment</strong></td>
<td>15%</td>
</tr>
<tr>
<td>- Ethical Dilemma</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>

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
Completing Assignments

You will complete all assignments, except the writing assignment, through Myitlab.com. You will have a weekly folder in which you will work through. All weekly folder assignments need to be completed by the last day of class.

Writing Assignment

Complete the “Ethical Dilemma” assignment on page 431.

- You will write a 1-page paper answering each question thoroughly and concisely.
- Please check your paper for spelling and grammar mistakes before you submit.
- You will submit your file in Blackboard under the “Writing Assignment” link. If you have any questions regarding this assignment, please ask me before the due date.
- Due Date: Please refer to the course schedule and/or Blackboard for the due date.

Quizzes/Exams

There will be quizzes/exams given covering the material in the text and lectures. Quizzes will cover concept chapters found in your Visualizing Technology Book. Exams will cover application chapters (Word, Excel, Access, & PPT) found in your GO! Office 2016 Book.

Quizzes will consist of the following and will make up your “Quiz” Average in Myitlab:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Book</th>
<th>What it is…</th>
</tr>
</thead>
<tbody>
<tr>
<td>End-of-Chapter Quiz</td>
<td>Visualizing Technology Book, 5TH Edition</td>
<td>Quizzes will be given for each chapter and will be in M/C and T/F format.</td>
</tr>
</tbody>
</table>

Exams will consist of the following and will make up your “Exam” Average in Myitlab:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Book</th>
<th>What it is…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simulation Exams</td>
<td>GO! Office 2016</td>
<td>Exams will come from the application chapters and will be in simulation format. They will be very similar to the “Simulation Trainings.”</td>
</tr>
</tbody>
</table>
The lab assignments are worth 35% 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 to complete your assignments. The lab hours are posted outside of the W141 entrance. All Lab assignments will be completed using myitlab.com.

Labs will consist of the following assignments that make up your “Lab Average” grade in Myitlab:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Book</th>
<th>What it is…</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IT Simulations</strong></td>
<td>Visualizing Technology Book, 5TH Edition</td>
<td>A simulation assignment that lets you work in a real-world setting utilizing the concepts you just learned in the chapter.</td>
</tr>
<tr>
<td><strong>Viz Check Quizzes</strong></td>
<td>Visualizing Technology Book, 5TH Edition</td>
<td>End of chapter questions in M/C and T/F format.</td>
</tr>
<tr>
<td><strong>Simulation Trainings</strong></td>
<td>GO! Office 2016</td>
<td>Simulation assignments from Microsoft Applications that put you in the Office Application mode and lets you practice using that application. This will help prepare you for the “Simulation Exams.”</td>
</tr>
</tbody>
</table>

**Late Work Policy:**

All assignments are due on a weekly basis, due dates are listed in the Course Schedule.

NO ASSIGNMENT WILL BE ACCEPTED LATER THAN THE LAST DUE DATE.
NO LATE SUBMISSION IS ACCEPTED ON THE WRITING ASSIGNMENT.

**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.

**Instructor Attendance Policy:**

This is an online class and therefore it is your responsibility to make sure you complete all the assignments by the due dates listed.

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.

**Institution Policies:**

Institutional Policies relating to this course can be accessed from the following link:

www.mountainviewcollege.edu/syllabipolicies

**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.