<table>
<thead>
<tr>
<th>Course Information</th>
<th>Instructor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Computer Applications</td>
<td>Name: Andy Mungenast</td>
</tr>
<tr>
<td>Winter Term 2017</td>
<td>DCCCD Email Address: <a href="mailto:amungenast@dcccd.edu">amungenast@dcccd.edu</a></td>
</tr>
<tr>
<td>BCIS 1405-32441</td>
<td>Primary Telephone Contact: 972-860-8108</td>
</tr>
<tr>
<td>Time and Location:</td>
<td>Office Location and Hours: B104</td>
</tr>
<tr>
<td>Division Dean: Dr. Ruben Johnson</td>
<td>There are no office hours during the Winter Course. Contact me by email. Tutors are available ON CAMPUS. Please read the Announcement on times.</td>
</tr>
<tr>
<td>Phone: 972-860-8161</td>
<td></td>
</tr>
<tr>
<td>Location: Building B; Room 201B</td>
<td></td>
</tr>
<tr>
<td>Credit Hours - 4</td>
<td></td>
</tr>
</tbody>
</table>

**Course Description**

**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. (3 Lec. /3 Lab.)

**Coordinating Board Academic Approval Number** 11.0202.54 04

In addition, this is a Green Course – A course that teaches “Principles of Sustainability”. Students may now earn a “Green Cord” for Graduation. To earn a “Green Cord”, students must meet the following qualifications:

- Take at least 3 “Green Courses” (Green courses are so-labeled in the course notes section on eConnect).
- Students will apply for his or her “Green Cord” designation at the Office of Student Life or at Office B-217 (Dr. Steve Brown).
- Application must be received no later than 1 week prior to graduation.

See link below for details on HOW TO EARN A GREEN CORD OR search “CVC Green Cord” on Youtube.com).

http://youtu.be/0AKRPzEOtjk

The principle of sustainability focus in this course is the “Environment”, which is addressed in the second Discussion Board question.

**Required Materials Including Textbooks:**

Special Package textbook is available for purchase at the Cedar Valley Bookstore. The textbook package contains the course material essentials which are:


You must purchase course material to receive a SAM Student Code. You cannot pass this class without the SAM Student Code. You must earn a grade ‘C’ or better (not a grade of ‘D’) to meet the Computer Literacy Requirement of this course.

**Note:** Textbook bundles MUST be purchased through the CVC bookstore to ensure the correct course material items.

Textbooks can be ordered online from the CVC Bookstore for pick up or delivered at your home. Please visit the following website is: http://www.bkstr.com/cedarvalleystore/home

For additional information regarding the CVC Bookstore, please contact: 972-860-2900 or 0607mgr@follett.com.

**Course Prerequisites:**

DREA 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading.

**Disclaimer –** The instructor reserves the right to amend this syllabus, and all other courseroom material as deemed necessary.

**Important Dates (Winter Term 2017):**

- **Start Date:** December 11, 2017
- **End Date:** January 5, 2018
- **Certification Date:** December 13, 2017
- **Drop Date:** December 22, 2017
- **Holidays:** December 25, 2017 – January 1, 2018
Texas Core Objectives for Student Learning

The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the following skills are in focus.

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making.

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.

http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/acgm.htm

CVC Learning Signature

CVC’s Learning Signature is One College Transforming Lives. Cedar Valley College establishes clear expectations for students through engagement and empowerment leading to excellence.

**CVC Faculty and Staff expect students to:**
- take responsibility for their own learning.
- commit to achieving high academic performance.
- be meaningfully engaged in the campus community.

**CVC Faculty and Staff expect to:**
- provide students a clear pathway of instruction.
- establish clear learning outcomes.
- serve as role models and mentors for students.

Course Outline

For maximum success in this course you should spend a **minimum** of 9 hours per week working on course material.

<table>
<thead>
<tr>
<th>Intro Chapter</th>
<th>Succeeding in this Course: Tips and Pointers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introducing Today’s Technologies: Computers, Devices, and the Web</td>
</tr>
<tr>
<td>2</td>
<td>Connecting and Communicating Online: The Internet, Websites, and Media</td>
</tr>
<tr>
<td>3</td>
<td>Computers and Mobile Devices: Evaluating Options for Home and Work</td>
</tr>
<tr>
<td>4</td>
<td>Programs and Apps: Productivity, Graphics, Security, and Other Tools</td>
</tr>
<tr>
<td>5</td>
<td>Digital Security, Ethics, and Privacy: Threats, Issues, and Defenses</td>
</tr>
<tr>
<td></td>
<td>Technology Timeline</td>
</tr>
<tr>
<td>6</td>
<td>Computing Components: Processors, Memory, the Cloud, and More</td>
</tr>
<tr>
<td>7</td>
<td>Input and Output: Extending Capabilities of Computers and Mobile Devices</td>
</tr>
</tbody>
</table>
HARDWARE AND SOFTWARE REQUIREMENTS

To participate in this course, you will need availability to hardware and software that meet the following requirements:

1. Computer connected to the Internet
2. E-mail address
3. Windows-based Operating System OR Mac/UNIX equivalent
4. Firefox 3.5 or higher, other browsers may not be compatible with your eCampus class

In order to complete the lab exercises that are turned in for a grade, you must have availability to MS (Microsoft) Office 2016 which includes MS Word processing, MS Excel spreadsheet, MS Access database, and MS PowerPoint presentation graphics integrated software. Beginning Fall 2016, Cedar Valley College use MS Windows 7, with Office 2016.

Note to users of the Mac/UNIX Operating System: Office for Mac does not include database software. You will need to use MS Access 2016 which is only available for Windows operating system.

Although the system that you will be using for this course can be reached through the computer labs at any DCCCD campuses, the colleges are not required to provide this equipment to you nor are they required to provide technical assistance. If you are having problems with your eCampus class, please call LeCroy Help Desk for technical support at 972-669-6402.

Getting Started

1. The first step in getting ready for the class is to get your computer ready before the course actually begins. In addition, you will need to have an ISP, or Internet service provider, established in order to connect to the Internet.

2. Logging in to the Class

Open your Internet browser and type the following URL in the Address text box: http://ecampus.dcccd.edu (or from the Cedar Valley College Home Page, click the eCampus link).

a. In the Login Here section, type in your Student ID# with a lower case "e" in front of the number (example: e3456789) for both the Username and the Password.

b. Click the Login button.

c. Please go to Personal Information (link is on the left) and change your Password after your initial login. (See instructions below.)

d. If you still cannot login, please contact Technical Support.
e. Click the Courses tab and select the course you want to work in from the list of courses you are enrolled in.

3. Begin with Assignment 0 (located underneath the "Quiz 0 - Start Here" button). This assignment will get you familiar with the Course Calendar and the Syllabus, and allow you to receive up to 10 Bonus Points by taking Quiz 0, which is required for certification. NOTE: Certification / Census Day is December 13, 2017.
   - An instructor shall determine what constitutes classroom certification.
   - Online Students will obtain certification by completing Quiz 0.
   - Students who attend face-to-face classes (on campus students), must attend class AND complete Quiz 0.

   *This is mandatory especially for those students who are receiving financial aid.*

The pace of the class is determined by your professor. You can work through instructional materials on your own, at times convenient to you, but you must complete the assignments by the time specified by your professor. If you do not complete all assignments when they are due, it will become difficult to complete the course. Falling behind is the biggest obstacle to your success.

Your professor will work with you one-on-one to evaluate your assignments and to help you privately with any questions or problems. The professor’s goal is your success.

**eCampus**

Familiarize yourself with the eCampus (Blackboard) on-line course system by looking at the Student Manual. Click on the “Help” content area of your online classroom for assistance.

**Evaluation Procedures**

Some assignments may incur penalty points for each day or week beyond the due date that they are received. This will be up to your instructor. Check your course schedule for the final time and date by which all work must be submitted. There will be no exceptions made to this rule. For online classes, your instructor will also be able to tell you about the time and date of your final exam (Exam 2). For on-campus students, the final exam times and dates are published in the Cedar Valley College class schedule each semester.

Print the course schedule and place it by your computer so that you can easily determine when your assignments are due. The course schedule is designed to help you pace yourself and remain on task so that you do not fall behind.

As you can see from the grading system, your grade will come from a variety of activities, not just exams.

*Quiz 0 is worth up to 10 Bonus points and is also required for certification.*

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Number</th>
<th>Points</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Studies</td>
<td>2</td>
<td>100</td>
<td>200</td>
</tr>
<tr>
<td>Projects</td>
<td>6</td>
<td>50</td>
<td>300</td>
</tr>
<tr>
<td>Discussions</td>
<td>3</td>
<td>33 (2=33; 1=34)</td>
<td>100</td>
</tr>
<tr>
<td>Concept Exams</td>
<td>2</td>
<td>100</td>
<td>200</td>
</tr>
<tr>
<td>Project Skills Exams</td>
<td>2</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td>Assessment</td>
<td>1</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td>70</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>1000</td>
</tr>
</tbody>
</table>

**Grading Scale**

Grade: (A) = 900 – 1000; (B) = 800 – 899; (C) = 700 – 799;
You must have a final score of 700 points or more to pass the class.

The Other 70 points are awarded for full participation at the end of the course and are awarded ONLY WHEN all assignments are completed ON TIME. If you fail to submit one of your assignments, Discussion Boards, Case studies, tests-exams, Projects in SAM and the Plagiarism exercise, you will not receive the 50 points. If you fail to do all the Training sessions on time, in the SAM section you will not receive the 50 points for full completion of all the training assignments. Note: you are getting a bonus of 30 points by completing all your work on time. Your Course Calendar (Schedule), gives you the due date for each assignment. Note all assignments are due before 11:59 AM (noon) on the due date. Again all assignments are due on time. Late assignments are not accepted and will have a grade of zero. Plan on submitting your work at least 24 hours before the due date and time. It is your responsibility to monitor your email daily regarding messages. You should also monitor the Announcements every day also. If you have extenuating circumstances, then you must provide documentation. i.e. – Doctor’s release, Military Orders, Obituary/Funeral notice before the due date. The scheduled dates are due dates and therefore you should plan on having your assignments submitted several days before the due date. The system automatically closes the assignment at noon on the day of the assignment. Don’t wait till the last minute to submit the work.

<table>
<thead>
<tr>
<th>Breakout of the Other Points</th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of All the Training segments on time</td>
<td>50</td>
</tr>
<tr>
<td>Completion of all the lab Projects, Exams (4) Case Studies (2) Discussion Boards (3 with replies) and the Plagiarism Exercise</td>
<td>50</td>
</tr>
</tbody>
</table>

Exams and Assignments

The final grade for the course reflects evaluation of the student’s work on the following assignments that are calculated as follows:

**Reading Assignments:** The Assignments section of your course contains the reading assignments from your lecture book.

**Case Studies:** There are two Case Studies you will complete. The case studies will present an IT problem that will require you to research, document your sources, identify advantages and disadvantages, analyze your findings, implement and make a recommendation. You will submit your case study through SafeAssign, a type of plagiarism detection software. Your response will be graded by your instructor and the grade will be posted in your grade book.

**Projects:** The SAM training’s 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.

**Discussion Board & Assessment:** Discussion Board and Assessment comments are entered online under the Discussion Board navigation button. You will be encouraged to post a short biographical sketch about yourself (and a digital picture if you have one) and to share your comments/ideas about four discussion topics (and to react to the comments of others).

**Concept Exams:** Concept Exams will be administered on-line during the week indicated in the Course Schedule. Most of the questions on the exam will be derived from the Review Questions presented for each chapter. There is no time limit on the exams. There are 2 exams.

**Project Skills Exams:** Project skills exams will be administered on-line using SAM during the week indicated in the Course Schedule. Most of the questions
on the exam will be derived from the Review Questions presented for each chapter. There is no time limit on the exams. There are 2 exams.

**Other**: These points will be used by your instructor for quizzes, class participation or any other assignments he/she wishes to add.

### Honors Credit Availability

**During the Winter term, Honors Credit is not available.** You can earn Honors Credit in this course that will show the completion of an Honors Course on your transcript. Honors credit is important in transfer evaluation for graduation with both Associates and Bachelor degrees with honors. To gain Honors credit for this course you will need to:

1. Demonstrate advanced writing skills through synthesis and original thought in expanded writing projects, research papers, and critical essays. This will entail a minimum of ten pages of writing. You will be asked to read primary sources readings besides the textbook.
2. Participate in an outside class activity by attending a lecture, exhibit or program outside of the class activities.
3. You will practice your oral presentation skills with a 10-minute presentation to the class about a topic that you have researched.

To qualify for Honors credit, you must sign an Honors Contract at the beginning of the semester. Meet with me to design your program and complete the contract form by (Insert appropriate dates for current semester) in order to meet the (Insert appropriate dates for current semester) deadline for submission of Honors Contracts for approval. Finally, you must earn an A or B in the course in order to receive Honors Credit.

### Service Learning

**During the Winter term, Honors Credit is not available.** The College offers a Service Learning Program that allows students to earn recognition for hours worked in a volunteer program with a local organization. See the Cedar Valley College web site for additional information.


### Stop Before you Drop

Under a Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, **your GPA could be affected**. Be sure you understand how this law may affect you before you drop a class.

The law applies to students who enroll in a Texas public institution of higher education (including the colleges of DCCCD) for the first time in fall 2007 or later. Under this law, you may not drop more than six classes without an acceptable reason during your entire undergraduate career without penalty. For more information, please see our [catalog](https://www.cedarvalleycollege.edu/apply-reg/reg/pages/dropwithdraw.aspx) or read Facts About Dropping Classes.

If you drop or withdraw before the official drop/withdrawal deadline, you will receive a grade of W (Withdraw) in each class dropped until the seventh unacceptable drop. You will earn a grade of WF for the seventh unacceptable drop, and each unacceptable drop after that. A grade of WF will be calculated in your GPA as an F.

The deadline for receiving a W is indicated on the [academic calendar](https://www.cedarvalleycollege.edu/apply-reg/reg/pages/dropwithdraw.aspx) and the current class schedule. For more information, you may access: [https://www.cedarvalleycollege.edu/apply-reg/reg/pages/dropwithdraw.aspx](https://www.cedarvalleycollege.edu/apply-reg/reg/pages/dropwithdraw.aspx)
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:

http://www.dcccd.edu/PC/Cost/3rdCrseAttmpt/Pages/default.aspx

Attendance Policy

In general, daily class attendance enhances student achievement of an A, B or C in the course. Students should advise instructors of illness, work or family situations that may require absence from a class.

Financial Aid Certification Of Attendance

Note: Certification/Census Day is December 13, 2017.

- An instructor shall determine what constitutes classroom certification.
- Online Students will obtain certification by completing Quiz 0.
- Students who attend face-to-face classes (on campus students), must attend class AND complete Quiz 0.

You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course such as but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive tutorial; participating in computer-assisted instruction; attending a study group that is assigned by the instructor; or participating in an online discussion about academic matters relating to the course. In an online class, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

Course Policies

1. Extra credit of 50 points is built in to the course (30 points for doing all the Assignments, up to 10 points on the Quiz 0, and 10 points for attending the Orientation). Students requesting extra credit at the end of the course because they failed to complete assignments will not be allowed.
2. The method of communications is email. If you need to contact your instructor, you need to include the FULL course and section to inform the instructor which course you are registered in. Common sense dictates that professors can’t remember every course and section that the students are registered in. – So please make sure it is in your SUBJECT line below the cc.
3. Present all the facts in your email, otherwise, you will have numerous emails going back and forth costing time (which is your most valuable resource in college). Include all your previous threads in the conversation involving the question to help your professor save time and know what has been tried and what information is needed to resolve the problem.
4. In a lot of cases the answer can be obtained from the support desk from Ecampus (phone # is on the login page) and Cengage with the support numbers that are on the first Announcement in the course. Get an incident number before you terminate the call from the support desk personal. You need to include it in follow-up emails if the problem is not resolved. The support desks cannot answer grades, however they can answer technical problems and that should be your first attempt to resolve the problem.
5. The tutors are required to check to ensure that you have completed the associated Training (i.e Training 1a) in SAM (Cengage) in order to offer help on
If you do not do the training, that is considered as not attending class in the online course.

6. If your computer is not working or you do not have the 2016 Ms office software, it is your responsibility to come to campus (A206) during the Student Resource Center hours.

**Tutoring Services**

All tutoring is available on a "drop in" basis; however, if you would like to make an appointment for a specific time, please call the Tutor Center 972-860-2974. For CIT specific tutoring contact Maryam Johnson 972-860-8076 to setup an appointment. We encourage you to make an appointment for all written assignments. During each visit to the center, you will use your student ID# to sign in and out on our computer at the front desk. More information is available at: [https://www.cedarvalleycollege.edu/services/academic-support/tutoring/pages/default.aspx](https://www.cedarvalleycollege.edu/services/academic-support/tutoring/pages/default.aspx)

**QUALITY ENHANCEMENT PLAN**

Cedar Valley College’s Quality Enhancement Plan is designed to improve student learning in mathematics. Read more about our QEP at: [http://vetttech.cedarvalleycollege.edu/QEP/default.aspx](http://vetttech.cedarvalleycollege.edu/QEP/default.aspx)

Be sure to click on the link to the Institutional Policies. (some of the answers to quiz 0 are in there).

**INSTITUTIONAL POLICIES**

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

[www.cedarvalleycollege.edu/syllabipolicies](http://www.cedarvalleycollege.edu/syllabipolicies)

*Time management is the key to success.*

*Note: A minimum of 25 to 30 hours per week should be devoted to course material in this 4 week course.*