Wintermester (12-8-17 to 1/05/18)
Business Computer Information Systems
BCIS 1405.42426
4 Credit Hours

ONLINE
campus.dcccd.edu

Contact Information:
Professor Yvonne Metoyer Robinson
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.

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 (2 Lec./4 Lab)

Textbooks and Other Course Materials:
- Additional Material: USB Flash Drive

Developmental Courses

The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student's basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office.

https://www1.dcccd.edu/cat0910/admiss/tsi.cfm?loc=4
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.
- 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.

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

Total Possible Points = 900
- 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

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
Course Outline:

<table>
<thead>
<tr>
<th>DAY/DATE</th>
<th>STUDY TOPIC Chapters to read by Due Date</th>
<th>Chapters</th>
<th>Due DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/08</td>
<td>Class Orientation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Class Documents, ecampus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/09</td>
<td>Introduction to Computer and the Internet</td>
<td>Chapter 1</td>
<td></td>
</tr>
<tr>
<td>12/10</td>
<td>Introducing the Internet and Email</td>
<td>Chapter 5</td>
<td></td>
</tr>
<tr>
<td>12/11</td>
<td>Exploring Microsoft Windows 7</td>
<td>Chapter 7</td>
<td></td>
</tr>
<tr>
<td>12/12</td>
<td>Managing Your Files</td>
<td>Chapter 8</td>
<td></td>
</tr>
<tr>
<td>12/13</td>
<td>Project 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/14</td>
<td><strong>Test 1 Multiple Choice</strong></td>
<td></td>
<td><strong>Test 1 Review Sheet</strong>**</td>
</tr>
<tr>
<td></td>
<td>Chapters 1, 5, 7 and 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/15</td>
<td>Creating a Document</td>
<td>Chapter 10</td>
<td>Project 2</td>
</tr>
<tr>
<td>12/18</td>
<td>Formatting a Long Document</td>
<td>Chapter 11</td>
<td>Project 3</td>
</tr>
<tr>
<td>12/19</td>
<td>Creating a Presentation</td>
<td>Chapter 20</td>
<td>Project 4</td>
</tr>
<tr>
<td>12/20</td>
<td>Enhancing a Presentation</td>
<td>Chapter 21</td>
<td>Project 5</td>
</tr>
<tr>
<td>12/21</td>
<td>Project 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/27</td>
<td><strong>Test 2 Multiple Choice</strong></td>
<td></td>
<td><strong>Test 2 Review Sheet</strong>**</td>
</tr>
<tr>
<td></td>
<td>Chapters 10, 11, 20 and 21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/28</td>
<td>Creating a Workbook</td>
<td>Chapter 13</td>
<td></td>
</tr>
<tr>
<td>12/29</td>
<td>Formatting a Workbook</td>
<td>Chapter 14</td>
<td></td>
</tr>
<tr>
<td>1/02</td>
<td>Working with Formulas and Functions</td>
<td>Chapter 15</td>
<td></td>
</tr>
<tr>
<td>1/03</td>
<td>Creating a Database</td>
<td>Chapter 17</td>
<td></td>
</tr>
<tr>
<td>1/04</td>
<td>Maintaining and Querying a Database</td>
<td>Chapter 18</td>
<td></td>
</tr>
<tr>
<td>1/05</td>
<td><strong>Test 3 Multiple Choice</strong></td>
<td></td>
<td><strong>Test 3 Review Sheet</strong>**</td>
</tr>
<tr>
<td></td>
<td>Chapters 13, 14, 15, 17 and 18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12/28 – Deadline for Accepting All Projects/Labs/Assignments
No Assignments will be accepted after this DATE!

DCCCD Emergency Operating Procedures
http://video.dcccd.edu/rtv/DO/emergency_dccc.wmv

The instructor reserves the right to amend this syllabus as necessary