BCIS 1305
Business Computer Applications
Spring 2017

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Course Name: BCIS1305

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, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

Online Course

All communication and content will be completed online.

Textbook and Hardware Requirements

Textbooks:

Exploring Office 2016 Volume 1, with MyITLab Access Code

Author: Poatsy, Mulbery, Horan, Rutledge, Kreps, and Cameron

ISBN: 9780134526454
* Book bundle with physical text book and access code. Available only at the SPC bookstore.

OR:

MyITLab with eText Access Code Only
ISBN: 9780134455877
* Access code with eText. Come with an online eBook and the MyITLab access code. Available through the SPC bookstore or directly from Pearson when you register. Be sure to get the Access Code with eText.

MyITLab Access:

MyITLab comes with your book, if you buy the correct bundle (ISBN above). This is an online platform that is used to submit almost all homework and all exams. It is an essential part of this class.

Software Requirements

Because some of the assignments will be done and submitted outside of class, you will need access to the following programs outside of the classroom:

- Google Chrome Web Browser (Best for MyITLab)

- PDF Reader

- **Microsoft Office 2016 or Office 365 (FREE FOR SPC STUDENTS, SEE BLACKBOARD or ASK INSTRUCTOR)**

- **Note:** Projects work best if performed on a Windows desktop. If you do not have Windows, you may want to utilize the VMWare Remote Connection. You can find instructions for that in Blackboard

 (These resources are all available in the Technology Center Open Lab and the Reese Center Computer Lab)

Communication
Communication for this class will be conducted through SPC email. <u>All students will be required to check their SPC student email accounts regularly for course updates and announcements. All replies to emails will be sent to the student's SPC email address</u>. Please include your name, course name, and section number in all email communication. Other important announcements may be given during in class meetings, so attendance is key for complete communication.

Instructional and Outside Course Time Estimation:
Online Lecture Time: 0.5hr x 25 = 12.5 hrs
Instructional/Lab Time: 3.3hrs/wk x 16wks – 5hrs (exams) = 35 hrs
Simulation Assignment Time: 2/wk x 16wks x 1hr = 32 hrs
Grader Project Assignment Time 2/wk x 16wks x 1hr = 32 hrs
Exam Review Time: 5 x 3hrs = 15hrs
Exam Time: 5 x 1hr = 5 hrs
Total Course Time = 131.5 hrs
Total Time/Week = 8.21 hrs

Attendance Policy
Attendance for this online class is based on course login and participation. Check into Blackboard and MyITLab regularly (once to twice a week) and be sure to complete all assignments each week. If you miss several homework assignments in a row, you may be dropped for non-participation. Likewise, if you do not login to Blackboard for multiple weeks you may be dropped for non-attendance.

Reading Assignments
Mandatory, assigned reading is a requirement for this course. Without reading the book and going through the voluntary tutorials, you may fall behind and become lost as we move through the semester.

Assignments
Assignments will be available through MyITLab. The course calendar outlining due dates and availability times is attached to this syllabus. There may also be homework assignments and projects assigned periodically throughout the semester. **<u>NO LATE WORK IS ACCEPTED!</u>**

You are expected to complete all homework assignments within the due dates indicated. **Missing homework assignments may result in an administrative drop.**

Pretest Assignments

Pretest assignments will be given for each section and they are mandatory. They are a free 100% in the gradebook as long as they are completed before any other assignments in that section. Do not fret about what you make on this assignment. It is a measure for me to see what you know going in, and what you know after the section is complete. **Please do all pretests before any homework.**

Exams

There will be multiple exams given throughout the semester. Most of which will be given after we complete a designated section within our books. Exams will be given using the MyITLab software. If you miss an exam, it is up to you to schedule a make-up exam with the instructor within two days of missing the exam, otherwise the exam will be counted as a zero. You will have the class time you are scheduled for to complete the exam.

Team Project

During the semester, there will be a team project assigned. Your team will be expected to research a topic (given at a later date), find good sources of information, and produce a PowerPoint presentation with audio, along with other documentation. You will be required to collaborate and everyone will be required to carry their weight. You will be required to use the Blackboard discussion board for all communication. Please do not use text messaging or email for communication about the team project. ALL COMMUNICATION MUST BE IN THE DISCUSSION BOARD. More information on this assignment will be given later in the semester.

Grades

Grades will be calculated as follows:

Category	Percentage
Assignments/Lab Projects	40%
Exams	40%
Team Project	20%

All assignments are mandatory. I reserve the right to drop or fail you if homework assignments are frequently missed or incomplete.

Grades will be available through MyITLab. MyITLab grades will show a running average of how you are performing throughout the semester. Team project grades will be assessed later in the semester and should be available for viewing before finals week.

Drop Policy

You may be dropped from this course for the following reasons:

- Attendance
  - You do not follow the guidelines of the attendance policy listed above
- Participation, completion of homework, exams, and team project
  - You have missed 2-3 classes and several homework assignments
  - You have missed several homework assignments
  - You have missed two or more exams without rescheduling with the instructor
  - You have not participated with your assigned team
- Academic Integrity
  - Cheating, plagiarism, or sharing your work with others

NOTICE
Texas SB11 (Campus Concealed Carry) does not go into effect for community colleges until August 1st, 2017.

Academic Integrity
It is the aim of the faculty at South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences and possible suspension. Please refer to the SPC General Catalog regarding consequences for cheating and plagiarism. **I reserve the right to administratively drop with an "F" any student whom I suspect of academic dishonesty(cheating).**

Do not, under any circumstances, turn in another student's file as your own. Do not, under any circumstances, give your file to anyone else to turn in as their own. Both situations are representative of academic dishonesty and will be treated as such.

Disclaimer
Because we will use Blackboard to conduct a portion of this class, please note that the materials you may be accessing in chat rooms, bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.

Diversity Statement
In this course, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should be and can be.

Special Services
4.1.1.2 Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office through the Guidance and Counseling Centers at Reese Center (Building 8) 716-4606, or Levelland (Student Services Building) 716-2577.

Counseling
If at any point in the semester you find yourself having trouble with stress or feel depressed please stop in and see a counselor. Counseling services are available at all campuses. The number for the counseling office is 806-716-2366. Below is a link to SPC's personal counseling services.
http://www.southplainscollege.edu/information-for/current-spc-students/counseling-current/personal-counseling.php

Course Competencies

Operating Systems

- Define the purpose of an operating system.
- Define a computer and describe how computers have become an imbedded part of society.
- Discuss the impact of the operating system on the choice of application software.
- Compare the differences between various operating systems.

Computer Hardware

- Define computer hardware.
- Compare the types of hardware used since first computer system to the current date.
- Examine the different types of input and output devices.

Software

- Define computer software.
- Distinguish the difference between operating system software and application software.
- Evaluate the necessity of software for various productivity needs.
- Outline the preparations required before purchasing software.

Computer Security

- Define computer security.
- Discuss the impact of compute crimes on businesses and governments.
- Explain how computer crimes are impacting social networking.
- Discuss the impact of computer crimes on average citizens.
- Explain how computer crimes are conducted.
- Define a computer virus, spyware, phishing and computer hacking.

Networking

- Define computer networks.
- Demonstrate computer networking topologies.
- Discuss the Internet and World Wide Web.
- Analyze the validity of information discovered on the Internet.
- Demonstrate the use and value of networks for transferring data from across the room to around the world.

Electronic Communication

- Define electronic communication.
- Demonstrate various forms of electronic communication.

- Evaluate the value of these forms of communication on society.

- Discuss the proper etticate for using these forms of electronic communication.

Research Tools

- Define research tools and how they work.

- Describe the benefits and pitfalls of on-line research tools.

- Demonstrate the techniques to improve using research tools

File Management

- Define file management.

- Discuss the methods of file management on a local computer and on a networked computer.

- Discuss naming practices for files and folders.

- Demonstrate common practices for insuring data security and accuracy.

- Evaluate data storage devices and their use for creating data backups.

Course Learning Outcomes

- Describe the fundamentals of information technology infrastructure components, including hardware software and data communications systems.

- Explain the guiding principles of professional behavior in computing.

- Demonstrate proper file management techniques.

- Use business productivity software to manipulate data and find solutions to business problems.

- Explain the concepts and terminology used in the operation of application systems in a business environment.

- Identify emerging technologies for use in business applications.

- Complete projects that integrate business software applications.

Course Schedule

Week	Date	Chapters Covered	Assignments Due *(All due by Sunday of week listed by 11:59 PM)*
1	Jan 17 - 22	• Syllabus • Technology in Action Enhanced eBook: Chapter 2 (on MyITLab)	• Pretest: Essential Computer Concepts • Chapter 2 End-of-Chapter-Quiz
2	Jan 23 - 29	• Technology in Action Enhanced eBook: Chapter 3 (on MyITLab) • Technology in Action Enhanced eBook: Chapter 9 (on MyITLab)	• Chapter 3 End-of-Chapter-Quiz • Chapter 9 End-of-Chapter-Quiz
3	Jan 30 - Feb 5	• Chapter 1: Getting Started with Windows 10 (pg. 3-50) • Chapter 1: Office Fundamentals and File Management (pg. 65-117)	• Windows 10: Simulation • Windows 10: Homework • Common Features: Homework • Essential Computer Concepts Exam Review (Due day of test)
4	Feb 6 - 12	• **Essential Computer Concepts Exam** • Chapter 1: Introduction to PowerPoint (pg. 925-974)	• Essential Computer Concepts Exam Review (Due day of test) • PowerPoint Pretest • PowerPoint Chapter 1 Simulation Training • PowerPoint Chapter 1 Grader Project
5	Feb 13 - 19	• Chapter 2: Planning and Preparing a Presentation (pg. 991-1027) • Chapter 3: Illustrations and Infographics (pg. 1043-1101)	• PowerPoint Chapter 2 Simulation Training • PowerPoint Chapter 2 Grader Project • PowerPoint Chapter 3 Simulation Training • PowerPoint Chapter 3 Grader Project
6	Feb 20 - 26	• Chapter 4: PowerPoint Rich Media Tools (Pg. 1117-1172)	• PowerPoint Chapter 4 Simulation Training • PowerPoint Chapter 4 Grader Project • PowerPoint Exam Review (Due day of test)

7	Feb 27 – March 5	• **PowerPoint Exam** • Chapter 1: Organizing a Document (pg. 131-184) • TEAM PROJECT ASSIGNED	• Pretest: Word • Word Chapter 1 Simulation Training • Word Chapter 1 Grader Project
8	March 6 - 12	• Chapter 2: Editing and Formatting (pg. 199-252) • Chapter 3: Working with Tables and Mail Merge (pg. 269- 316)	• Word Chapter 2 Simulation Training • Word Chapter 2 Grader Project • Word Chapter 3 Simulation Training • Word Chapter 3 Grader Project
	Mar 13 - 19	SPRING BREAK	
9	Mar 20 - 26	• Chapter 4: Communicating and Producing Professional Papers (pg. 333-387) • **Team Project Assigned**	• Word Chapter 4 Simulation Training • Word Chapter 4 Grader Project • Word Exam Review (due the day of the test)
10	Mar 27 – Apr 2	• **Word Exam** • Chapter 1: Creating and Formatting a Worksheet (pg.403-468)	• Excel Pretest • Excel Chapter 1 Simulation Training • Excel Chapter 1 Grader Project
11	Apr 3 - 9	• Chapter 2: Performing Quantitative Analysis (pg. 487-520) • Chapter 3: Depicting Data Visually (pg. 533-582)	• Excel Chapter 2 Simulation Training • Excel Chapter 2 Grader Project • Excel Chapter 3 Simulation Training • Excel Chapter 3 Grader Project
12	Apr 10 - 16	• Chapter 4: Managing Large Volumes of Data (pg. 597- 650)	• Excel Chapter 4 Simulation Training • Excel Chapter 4 Grader Project • Excel Exam Review (Due on date of test)
13	Apl 17 - 23	• **Excel Exam** • Chapter 1: Finding Your Way Through and Access Database (pg. 663-717)	• Access Chapter 1 Simulation Training • Access Chapter 1 Grader Project

14	Apr 24 - 30	• Chapter 2: Designing Databases and Extracting Data (pg. 733-791) • Chapter 3: Perform Calculations and Summarize Data Using Queries (pg. 811-847) • **Team Project Due by 11:59 PM Thursday April 27th**	• Access Chapter 2 Simulation Training • Access Chapter 2 Grader Project • Access Chapter 3 Simulation Training • Access Chapter 3 Grader Project
15	May 1 - 7	• Chapter 4: Moving Beyond Tables and Queries (pg. 863-908)	• Access Chapter 4 Simulation Training • Access Chapter 4 Grader Project • Access Exam Review (due by Wednesday 11:59 PM Finals week)
16	May 8 - 11	• FINALS WEEK	• **FINAL EXAM (ACCESS)**