BRAZOSPORT COLLEGE
Syllabus
BCIS 1405 Business Computer Applications
On-Line Classes

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COURSE DESCRIPTION
Course covers computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business application software, including word processing, spreadsheets, databases, presentation graphics, and business oriented utilization of the internet. CIP 1102025404 (4 SCH, 3 lecture, 2 lab)

PREREQUISITES
None

TEXTBOOK OR COURSE MATERIAL INFORMATION
BCIS 1405 Bundle. Includes: <u>Computer Concepts and Microsoft Office 2013 by Parsons, Oja, Beskeen, Cram, Duffy, Friedrichsen, and Reding - Custom Edition for Brazosport College </u>and SAM 2013. ISBN: 9781285938127

You can purchase it on-line at <u>http://services.cengagebrain.com/course/site.html?id=1576354</u>

It is available at the bookstore as well. For those that don't come to campus**:** Contact the Brazosport College Bookstore with a credit card for course materials. Phone: 979.230.3651. Fax: 979.230.3653. Email:<u>bookstore@brazosport.edu</u>. Website: <u>http://www.brazosport.edu/bookstore.</u>

<u>NOTE:</u> If you buy a **used** book without voucher you will **still need to buy a voucher** to access SAM. The voucher by itself is expensive so I highly recommend buying the bundle.

SOFTWARE REQUIREMENTS
- Microsoft Office 2013 (trial copy comes with your book) or Office 2016
- Windows 7, 8 or 10 (if you have a MAC you will have limitations as some of the Office software is not available on the MAC).
- You will be using D2L which is the Brazosport Virtual Campus tool as your class portal. Login at: <u>https://online.brazosport.edu/?logout=1</u>
- SAM On-Line – this tool will be used to review the information presented in the chapters, practice your skills in a hands-on way, to complete 4 projects and for testing. This comes with the book as part of the bundle. Login at: <u>http://sam.cengage.com/Login</u>

ATTENDANCE AND WITHDRAWAL POLICIES

The class is an on-line class. All due dates are noted in the class schedule below. Staying on track and turning in assignments on or before the due dates is critical in this class. Students are responsible for dropping the course and should not expect the instructor to do so if they are failing. It is YOUR responsibility. The instructor may withdraw students for non-participation in the course work. Non-participation is defined as missing > 50% of the course work. The student should not count on the instructor dropping them though as ultimately it is their responsibility.

COURSE REQUIREMENTS AND GRADING POLICY

Your performance objectives will be met by quizzes, project assignments, and research. Each quiz, research element, and project assignment will be graded and your final grade will be determined as a weighted average of these grades as follows:

Tests/Quizzes:	35%
Research & Other Assignments:	15%
SAM On-line Assignments:	20%
Student Project & Presentation:	10%
Final Exam:	20%
	_____
Total	100%

Your letter grade for the course is based on the percentages:

A	90% or better
B	80-89.9%
C	70-79.9%
D	60-69.9%
F	below 60%

CLASS WORK

Your tests, assignments, end of chapter reviews and student project each have specific due dates and times. Your work must be submitted into D2L or SAM (where depends upon the work) by that date or time. You are highly encouraged to work ahead and not wait until that day to start your work. It is expected that you spend time during the 1st week of the class learning both D2L and SAM as knowing how to use these tools is critical for your success in this class.

REVIEWS AND TRAINING

At the end of each chapter in your book are end of chapter reviews. Also, in the SAM On-line tool, there are training modules for each area of study (concepts, word, excel, powerpoint, and access). These are labeled starting with REVIEW. You need to do all of these as a way to confirm your understanding of the material in that set of chapters. These will NOT be graded, but past experience shows that students who use the book to learn the material and confirm it with the end of chapter reviews and the training modules provided in the SAM On-Line tool have better results in this class than those that don't.

QUESTIONS AND DISCUSSIONS

There is an area in D2L where you can post questions and either I or someone from the class can reply. I will have another forum where I've posted hints/tips as well as one letting you know when items have been graded.

MAKE-UP POLICY
Since all of your tests, assignments, end of chapter reviews and student project information is available to you from the first day of class along with their respective due dates, NO late work will be accepted unless you have a doctor's excuse. Looking ahead and planning your work along with other commitments you may have is critical in this class. Do NOT start your work the day it is due.

STUDENT RESPONSIBILITIES
When working at Brazosport College, students are also expected to take care of the equipment in the labs and the library. **PLEASE DO NOT BRING FOOD, DRINKS, OR UNAUTHORIZED PERSONS INTO THE LABS or LIBRARY.**

Students will be given an opportunity to evaluate the course and the method of presentation at the end of the semester.

ACADEMIC DISHONESTY
Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at http://www.brazosport.edu.

Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication, and may, at a minimum, result in an F in this course. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services

STUDENTS WITH DISABILITIES
Brazosport College is committed to providing equal education opportunities to every student. BC offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. Please contact Phil Robertson, Special Populations Counselor, 979-230-3236 for further information.

BC CONNECT
Get the information you need – when you need it. Click http://geni.us/BRAZO to install **BC Connect** on your mobile device to receive reminders, explore careers, map your educational plan, be in the know about events, find out about scholarships, achieve your goals and much more.

CLASS SCHEDULE

The following is a tentative schedule for the course. The instructor reserves the right to make schedule changes based on the needs of the students in the class.

Wk	Topic/Action to Take	Assignment Due Dates – by 10pm
1	Course Introduction, Review Syllabus and Course Requirements, Get to know SAM and D2L	1/20/17 - ASSIGNMENT 1 – Syllabus & Introductions
2	Computer Concepts Unit A: Computer and Internet Basics Computer Concepts Unit B: Computer Hardware	1/26/17 – ASSIGNMENT 2 – Crossword Puzzle-Unit A
3	Computer Concepts Unit C: Computer Software Computer Concepts Unit D: File Management and Digital Electronics **Test over Computer Concepts**	1/31/17 – ASSIGNMENT 3 – Software Piracy 2/2/17 – TEST 1 – Computer Concepts in SAM On-Line
4	Windows Unit A: Getting Started with Windows 8 Windows Unit B: Understanding File Management IE 10 Unit A: Getting Started with Internet Explorer	2/7/17 – ASSIGNMENT 4 – Research & Windows 8 2/9/17 - ASSIGNMENT 5 – Managing Files/Folders
5	Outlook Unit A: Getting Started with Email Office Unit A: Getting Started with Office 2013 **Test over Windows, IE, Outlook, Intro to Office**	2/14/17 – ASSIGNMENT 6 – Internet Research 2/16/17 – TEST 2 – Windows, IE, Outlook & Office 2013 Overview in SAM On-Line
6	Introduce Student Project Word Unit A: Creating Documents with Word 2013 Word Unit B: Editing Documents Login to SAM and download/start Word Project	
7	Word Unit C: Formatting Text and Paragraphs Word Unit D: Formatting Documents **Test over Word**	2/28/17 - ASSIGNMENT 7 DUE– Word Project SAM 3/2/17 – TEST 3 – Word in SAM On-Line
8	Excel Unit A: Getting Started with Excel 2013 Excel Unit B: Working with Formulas and Functions Login to SAM and download/start Excel Project	
9	**SPRING BREAK**	**3/13/17 – THRU 3/17/17**
10	Excel Unit C: Formatting a Worksheet Excel Unit D: Working with Charts Continue working on Excel Project (Assignment 8)	3/22/17 – Send Student Project progress report
11	 Finish working on Excel Project (Assignment 8) **Test over Excel**	3/28/17 - ASSIGNMENT 8 - Excel Project in SAM 3/30/17 – Last Day to DROP this course if needed 3/30/17 – Test 4 – Excel in SAM On-Line
12	PowerPoint Unit A: Creating a Presentation in PowerPoint PowerPoint Unit B: Modifying a Presentation Login to SAM and download/start Powerpoint Project	4/5/17 – Send Student Project progress report
13	PowerPoint Unit C: Finishing a Presentation PowerPoint Unit D: Finishing a Presentation Finish working on Powerpoint Project (Assignment 9) **Test over PowerPoint**	4/11/17 - ASSIGNMENT 9 – PPoint Project in SAM 4/13/17 – Test 5 – Powerpoint in SAM On-Line
14	Access Unit A: Getting Started with Access 2013 Access Unit B: Building and Using Queries Login to SAM and download/start Access Project	4/19/17 – Student Project DUE
15	Access Unit C: Forms Access Unit D: Reports Finish working on Access Project (Assignment 10)	4/27/17 – ASSIGNMENT 10 – Access Project in SAM
16	**Test over Access** **Final Exam**	5/2/17 – Test 6 – Access in SAM On-Line 5/4/17 – Final Exam in SAM On-Line

STUDENT PROJECT

Students are being asked to create an imaginary company. The student will define what services/products their company offers, the number of employees, the size of their budget, etc. Once defined, the student will create necessary documents and files for the.   The student will conclude their project by creating a powerpoint presentation and presenting to the class information about their company.

You should work on each deliverable as you finish each unit. Do NOT wait until the day before this project is due to complete these deliverables.

Specific about each deliverable are provided below. This is YOUR business so be creative and do something to support your business. As long as each deliverable has the attributes you have below are look professional you are good.

(1) Word document – one page summary or flyer about your business. You need to use the following features of word: graphic, clip art, page border, background color, italics, bold, centering text.
(2) Excel spreadsheet – to track revenue against expenses. You need to use the following features in excel: three sheets (one for revenue, one for expenses, one for summary), sum function, formatted headers, freeze panes to lock column or rows, some sort of graphic that makes sense for our business (perhaps showing expenses by category or by month), absolute referencing.
(3) Powerpoint – animations, transitions, new theme, a company logo on every page, title page, at least 2 graphics in your presentation, recorded audio (since you cannot present it to me in person).

ASSIGNMENTS

Assignment 1: Syllabus Acknowledgement and Introductions:

Course Introduction

Find the Introductions section of the course website in D2L.   Create a new message under Introductions that includes the following:

- Your full name
- Your general experience with computers
- General information about yourself (such as your major, hobbies, your job if you are also working, etc.)

Syllabus Acknowledgment **(QUIZ)**

Read the entire document, especially paying attention to the sections that discuss Due Dates, Tests and Assignments and the Final Exam. You may also want to print the document for your reference throughout the semester. When you have read the document, go to D2L and take the syllabus acknowledgment "quiz" which is called Assignment 1 – syllabus quiz.

Assignment 2: Computer Concepts – Unit A

Complete the crossword puzzle that can be found in D2L.

Assignment 3: Software Piracy:

Refer to page 73 the green box titled Expand the Ideas. You are to do answer #1 **"Do you believe that software piracy is a serious issue?** Write 3 or 5 paragraph report supporting your belief. Include the opposing side's arguments. Maximum size is **one** page! The report must be done in Word or WordPad, be double-spaced with one-inch margins all around. Font size should not be larger than 12 points. Include title for your report and your name in the subtitle. Submit your report in D2L.
Use 2 different sources in your report and cite them at the bottom of your report. Do not use the textbook as a source. Save the report and upload in D2L.
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Assignment 4: Research and Windows 8

Follow the instructions in the attached document in D2L to get to know your computer. You will submit your results in D2L.

Assignment 5: Managing Files and Folders

Using Windows, you will create another folder structure and then sort files, copy files and rename files/folders and use the snipping tool to capture you results. Detail of this assignment can be found in D2L and you will submit your results in D2L

Assignment 6: Internet Research

Do Internet Search for one of these topics.
1) Things you should never post on Facebook or any social media site and why?
2) What are the legal rights employers have concerning work you do on their equipment?
3) What are the different types of malware?
4) You have deleted a potentially embarrassing post from the web are you now safe?
5) Explain the difference between shareware, freeware, demoware and open source software.
6) Explain the difference between bits and bytes and the technical meaning of common prefixes such as kilo, mega, giga, peta and tera. What aspect of a computer system does each measure?

Write a one page paper. Be sure to include cite your sources, check your spelling and review it for grammatical errors.

Assignment 7: Word Project (SAM On-Line Assignment, Type = Project)

This assignment will be done in the SAM On-line tool. Login to SAM and complete the _Assignment - Word Project Units A-D_. This project covers all of the Word Units and will take you several hours to complete. You have TWO tries in the SAM tool – so submit it once, download your results, fix what it says you did wrong and submit it another time.

Assignment 8: Excel Project (SAM On-Line Assignment, Type = Project)

This assignment will be done in the SAM On-line tool. Login to SAM and complete _Assignment - Excel Project Units A-D_. This project covers all of the Excel Units and will take you several hours to complete. You have TWO tries in the SAM tool – so submit it once, download your results, fix what it says you did wrong and submit it another time.

Assignment 9: Powerpoint Project (SAM On-Line Assignment, Type = Project)

This assignment will be done in the SAM On-line tool. Login to SAM and complete _Assignment – PowerPoint Project Units A-D_. This project covers all of the powerpoint units and will take you several hours to complete. You have TWO tries in the SAM tool – so submit it once, download your results, fix what it says you did wrong and submit it another time.

Assignment 10: Access Project (SAM On-Line Assignment, Type = Project)

This assignment will be done in the SAM On-line tool. Login to SAM and complete _Assignment - Access Project Units A-D_. This project covers all of the access units and will take you several hours to complete. You have TWO tries in the SAM tool – so submit it once, download your results, fix what it says you did wrong and submit it another time.

QUIZZES / TESTS

All tests will be taken in the SAM On-Line tool. You will have 1 hour and 45 minutes to complete each tests. Test 1, Test 2 and the Final are T/F and M/C. Tests 3-6 are "hands on" tests in the SAM tool. For the hands on tests you have 3 attempts per question.

Test 1: Computer Concepts Unit in SAM On-Line Tool	
Test 2: Windows, IE, Outlook, Office 2013 Overview – in SAM On-Line Tool	
Test 3: Word – in SAM On-Line Tool	
Test 4: Excel – in SAM On-line Tool	
Test 5: Powerpoint – in SAM On-Line Tool	
Test 6: Access – in SAM On-Line Tool	
Final Exam: Comprehensive – M/C, T/F in SAM On-Line Tool	