***BCIS1305***

***Business Computer Application***

***Computer Information Systems Department***

***Technical Education Division***

***and***

***Division of Arts and Science***

***Levelland & Reese***

***South Plains College***

***Summer-2, 2016***

***Instructor Charlene Perez***

**Course Title: Business Computer Applications**

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**Office Hours:** **Posted** (Check my office door & Blackboard.)

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**SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT’S LIFE**

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Subject to change without notice.

**General Course Information:**

**Course Description:**

Overview of computer information systems. Introduces computer hardware, software, procedures, systems, and human resources and explores their integration and application in business and other segments in society. The fundamentals of computer problem solving and programming in higher level programming language may be discussed and applied. Business application will be stressed. Software projects include using word processing, spreadsheet, database management, and presentation graphics software.

**Course Competencies:**

Operating Systems

* Define the purpose of an operating system.
* Define a computer and describe how computers have become an inbedded 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 preporations 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 transfering 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 emprove using research tools such as Google, Yahoo and Microsoft Knowledge Base.

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:**

The student will identify the components of a computer system; demonstrate basic understanding of commonly used applications; explain the impact of computers on society; explore computer careers; identify fundamental programming structures; and demonstrate proficiency in basic operating system functions.

**Required Materials:**

**Textbooks and MyItLab:** Both are available in SPC bookstore as a bundle

* Exploring Microsoft Office 2013, Volume 1, Mary Anne Poatsy, Keith Mulbery, Lynn Hogan, Amy Rutledge, Cynthia Krebs, Eric Cameron, Alan Evans, Rebecca Lawson, Prentice Hall Publishing, New Jersey 07458.

***ISBN-13: 978-0-13-314267-9 (book only)***

***ISBN: 978-0-13-358427-1 (SPC Book Store bundle)***

**Book is recommended but not required since you have an electronic copy in MyITLab.**

* MyITLab with Pearson eText- Access Code- for Exploring with Office 2013, Prentice Hall Publishing, New Jersey 07458.

***Included in the SPC bookstore bundle***

***ISBN: 978-0-133-77507-5 (card only at SPC bookstore)***

***Can be purchased through MyITLab (best value)***

**Other Materials:**

USB Pen Drive of any size or online storage such as Microsoft OneDrive or DropBox.

Microsoft Office 2013 or Microsoft Office 365 (this version can be acquired for free, however, it does not contain all the necessary components).

**Attendance Policy:**

Class attendance is extremely important in order to meet the objectives of this course. STUDENTS ARE RESPONSIBLE FOR INITIATING THEIR OWN WITHDRAWAL, if that becomes necessary. If a student is administratively withdrawn from the class, the grade appearing on the transcript will be, at the instructor’s discretion, an ‘X’ or ‘F’. Administrative withdrawal (Teacher and/or Administrative Office) will occur if the student has missed a total two (2) weeks of course materials (class participation), or if the instructor decides lack of class participation is excessive. On-line students are not required to appear in class however your access to Blackboard and MyItLab are monitored and considered attendance.

**Arranged Lab:**

**An arranged lab of two (2) hours is considered a requirement of this class. The student is responsible for completing class and homework assignments as assigned by the instructor.** Students may do assignments in the SPC computer lab or at home/work if you have the **exact programs** that you will use during class (Please note that you must also have the correct version in order for the instructions in the book to be applicable). If the program and version do not match then the student may not be able to save an assignment at home and later open it at school and vice-versa.

**Open Computer Lab:**

The Open Computer Lab is located in the Technology Center and is available to all students, with priority given to those students enrolled in computer classes. Hours of operation:

**Monday—Thursday 8:00 a.m.- 9:00 p.m. and Friday 8:00 am – 4:00 p.m.**

**Your student ID is required to enter the open lab**

**Lab Supervisor and Lab Assistants are available to help you.**

**Grading Scale Your grade for this course will be made up as follows:**

**Requirements Approximately Final Weights**

Computer Concepts 10%

Assignments/Lab 65%

Exam 35%

PowerPoint 15%

Assignments/Lab 65%

Exam 35%

Word 25%

Assignments/Lab 65%

Exam 35%

Excel 25%

Assignments/Lab 65%

Exam 35%

Access 15%

Assignments/Lab 65%

Exam 35%

Group Project 10%

**Student Conduct:**

* Food and Drinks are not allowed in the computer class rooms or Open Lab. You will be asked to store them away or throw them away.
* Cell phones and any other electronic devices are to be turned off or on silent during class time. If you have a legitimate need that requires that you receive a phone call during class contact me before class begins.
* Your very best manners are always expected and appreciated before, during and after class. Please don’t disturb your fellow classmates.
* Working together is permitted provided you are doing your own work. If you are touching someone else’s keyboard or mouse or using someone else’s storage device that is too much help.
* Cheating is not tolerated at any time. First offense will result in a zero for all parties involved and a second offense will result in being dropped with an “F” from this course.
* Additional student conduct expectations are outlined in the South Plains General Catalog and the South Plains College Student Guide. Both are available on the SPC web site.

**Assignment Policy:**

You will receive each week a list of homework assignments, assessments/exams, video lectures, discussion topics, and lab activities. All assigned material will be due by midnight on a specified date. No late work will be accepted, unless there are major technical issues. If there are any technical issues you need to contact me as soon as possible (by text or e-mail) and then contact technical support. All assignments will be submitted to Blackboard Assignments or to MyITLab website.

**What is considered to be homework?**

Homework is the assigned reading from the book and watching the recorded lectures posted in Blackboard and MyITLab. The reading assignments will be announced during class time. The reading must be completed before the following class meeting along with viewing the necessary lecture. There will be a quiz covering the reading and the lecture video at the beginning of the next class. These quizzes **cannot** be made up if missed.

**What is considered to be assessments?**

Assessments can be a major exam or it can be a quiz over the video lecture or readings. There will be 5 major exams or a quiz over a select number of video lectures and/or readings. The quiz scores will be averaged together for a lab grade in each section. Each major exam is averaged separately in each section average.

**What are video lectures?**

Recordings will be done of each of the lectures presented in class. These will be posted in Blackboard and need to be viewed before the next class meeting. There are also additional videos in MyITLab.

**What are discussion topics?**

Each week one discussion topic important to computer users will be discussed. These topics may cover free software, viruses, identity theft or just about anything I find interesting about computers or electronic devices. You will be expected to do additional research over the topic. I will tell you where I found the article or heard the story. Once you have completed your research you will need to post your comments on the subject. Your posting must be at least 25 words. You are **not** permitted to use texting verbiage and it must be well written (read what you write before you hit the post button). You may be required to reply to someone else’s post and you must meet the requirements for proper posting. The topic will be up for discussion for one week only so you will need to post by the announced cut off time. The score for your posting(s) will be averaged together for a lab grade in each section.

**What are assignments/labs?**

Assignments and lab activities can come from book projects, Review Assignments, Case Problems or from MyITLab. You are responsible for providing your own book and storage device, so be prepared for these assignments. Assignments/labs will may be worked on or completed during scheduled class meeting or after class.

**Make-up Exam Policy:**

Make-up exams may be given in cases of an unavoidable absence. If you have an unavoidable absence you MUST notify me prior to missing the exam or prior to your next class meeting. There would be very, very few instances where you could not notify me of an absence because the college provides a 24/7 voice mail system and email and you have my number for texting. All make-up exams will be given only on Fridays between 8:00 a.m. and 11:00 a.m. following the missed exam and will not include any curve given on the original exam date. An altogether different test will probably be used for the make-up exam. You are responsible for making arrangements to take the test.

**Cheating and Plagiarism:**

**Cheating** violations include, but are not limited to: (1) obtaining an examination by stealing or collusion, (2) discovering the content of an examination before it is given, (3) using an unauthorized source of information during an examination, (4) entering an office or building to obtain unfair advantage, (5) taking an examination for another, or (6) altering grade records.

**Plagiarism** is the using, stating, offering, or reporting as one’s own an idea, expression, or production another person without proper credit as to its origin. Except in extreme cases, disciplinary action in these cases will be handled by and at the discretion of the instructor and if necessary in consultation with the departmental chairperson. (Student Guide page 11)

**Academic Integrity:**

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present their own work, which he or she has not honestly performed, is regarded as a serious offense and renders the offender liable to serious consequences, possibly suspension. Students should refer to the South Plains College General catalog policy regarding consequences for cheating and plagiarism (see “Academic Integrity” as well as “Student Conduct” sections in the college catalog page 23).

**Electronic Assignments:**

This class will involve the use of the Internet and some access to discussion groups, forums, bulletin boards, e-mail programs and/or chat rooms in order to complete the objectives for this class. Topics assigned by the instructor will be relevant to the objectives of this course.

**DISCLAIMER**:

“This is to notify you 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:**

This class, 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.

**Equal Opportunity Policy:**

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 at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

**Course Calendar:**

**Dates and time are estimates and subject to change.**

**Day One** Welcome

Tech. In Action: Chapter 2, pages 29-73

**Day Two** Tech. In Action: Chapter 3, pages 74-111

Tech. In Action: Chapter 9, pages 389-443

**Day Three** Getting Started with Windows 8, pages 1-43

Office Fundaments and File Management, pages 55-125

**Day Four** Essential Computing Concepts Exam

PowerPoint Chapters 1 & 2, pages 843-930

**Day Five & Six** PowerPoint Chapters 3 & 4, pages 943-1055

**Day Seven** PowerPoint Exam

Word Chapters 1 & 2, pages 137-244

**Day Eight & Nine** Word Chapter 3 & 4, pages 259-360

**Day Ten** Word Exam

Excel Chapters 1 & 2, pages 373-487

**Day Eleven** Excel Chapter 3, pages 505-543

**Day Twelve** Excel Chapter 4, pages 555-604

**Day Thirteen** Excel Exam

**Day Fourteen** Access Chapter 1, page 617-660

**Day Fifteen** Access Chapter 2, pages 675-726

**Day Sixteen** Access Chapter 3, pages 745-776

**Day Seventeen** Access Chapter 4, pages 791-829

**Day Eighteen** Access Exam