

BCIS1305

Business Computer Application

Computer Information Systems Department

*Technical Education Division
and
Division of Arts and Science*

Levelland & Reese

South Plains College

Fall 2018

Instructor Charlene Perez

Course Title: Business Computer Applications
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SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE

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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 preperations 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 etiquette 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 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 2016, Volume 1, Poatsy, Mulbery, Hogan, Rutledge, Krebs, Cameron, Davidson, Lawson, Williams, Lau and Grauer, Prentice Hall Publishing, New Jersey 07458.

ISBN: 978-0-13-521860-0 (book & access code SPC Book Store bundle)

ISBN-13: 978-0-13-432079-3 (book only not at SPC Book Store)

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

- MyITLab with Pearson eText- Access Code- for Exploring with Office 2016 1/E, Prentice Hall Publishing, New Jersey 07458.

Included in the SPC bookstore bundle

ISBN: 978-0-13-486692-5 (card only at SPC bookstore)

Can be purchased through MyITLab when creating user account.

Other Materials:

- USB Pen Drive of any size or online storage such as Microsoft OneDrive or DropBox.
- Microsoft Office 2016 or Microsoft Office 365.
- Windows operating system is strongly recommended. A Mac may be used; however, the differences can result in difficulty in completing task.

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.

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(s) 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:

There are Open Computer Labs available on each campus with individual hours of operation. It is the students responsibility to locate the lab on a desired campus and the hours of operation. **Lab Supervisor and Lab Assistants are available to help you.**

| Grading Scale Requirements | Your grade for this course will be made up as follows: | |
|----------------------------|--|---------------|
| | 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% |
| Group Discussion | 45% | |
| Source Document | 5% | |
| Group Evaluation | 5% | |
| Group Presentation | 45% | |
| | Total | 100% |

Student Conduct:

- Food and Drinks are not allowed in the computer class rooms or Open Lab. You will be asked to store them or throw them away.
- Cell phones and any other electronic devices are to be turned off or on silent and **placed on top of the CPU** during class time. If you have a legitimate need that requires that you receive a phone call during class contact the instructor 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.

- Do NOT share storage devices with anyone!! EVER!!
- 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 class meeting a list of quizzes, homework assignments, assessments/exams, video lectures, discussion topics, and/or lab activities on Blackboard and MyITLab. 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 your instructor 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 posted on Blackboard. 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. Homework can also consist of incomplete projects from the book or MyITLab.

What is considered to be assessments?

Assessments can be a major exam or it can be a quiz. There will be 5 major exams, one at the end of each unit/section. There may be a quiz over each chapter or a select number of video lectures. The quiz scores will be averaged together for a lab grade and is 5% in each section. Each major exam is 35% in each section average.

What are video lectures?

Recordings will be posted 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?

During the Group Project several forum questions will be posted for each member of the group to respond to. 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 forum will be available for a limit amount of time with the cutoff date and time clearly posted. You will be expected to post a reply to your group only. This discussion will be 45% of the Group Project average.

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.

Title IX Pregnancy Accommodations Statement:

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email cstraface@southplainscollege.edu for assistance.

Course Schedule

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| Week One Aug. 27 to Sept. 2 | * Welcome & Class Introduction * TIA Chapter 2- Looking at Computers: Understanding the Parts |
| Week Two Sept. 3 to 9 | * TIA Chapter 3- Using the Internet: Making Most of the Web's Resources * TIA Chapter 9- Securing Your System: Protecting Your Digital Data and Devices |
| Week Three Sept. 10 to 16 | * Windows 10: Working with an Operating System |
| Week Four Sept. 17 to 23 | * Begin Group Project * Essential Computing Concepts Exam |
| Week Five Sept. 24 to 30 | * PowerPoint Chapter 1 * PowerPoint Chapter 2 |
| Week Six Oct. 1 to 7 | * PowerPoint Chapter 3 * PowerPoint Chapter 4 |
| Week Seven Oct. 8 to 14 | * PowerPoint Exam * Word Chapter 1 |
| Week Eight Oct. 15 to 21 | * Word Chapter 2 * Word Chapter 3 |
| Week Nine Oct. 22 to 28 | * Word Chapter 4 * Word Exam * Group Project Due |
| Week Ten Oct. 29 to Nov. 4 | * Excel Chapter 1 * Excel Chapter 2 |
| Week Eleven Nov. 5 to 11 | * Excel Chapter 2 |
| Week Twelve Nov. 12 to 18 | * Excel Chapter 3 * Excel Chapter 4 |
| Week Thirteen Nov. 19 to 25 | * Excel Exam |
| Week Fourteen Nov. 26 to Dec. 2 | * Access Chapter 1 * Access Chapter 2 |
| Week Fifteen Dec. 3 to 9 | * Access Chapter 3 * Access Chapter 4 |
| Week Sixteen Dec. 10 to 13 | * Access Exam (Final Exam) |
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