**Syllabus:** **Business Computer Applications**
**Course Number:** **BCIS 1305**

**Year:** **2015 - 2016**

**Instructor Information**

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**Textbook Information**

*Microsoft Office 2013 & Computer Concepts, (Custom Text)* by Shelly and Vermaat

Bundle for Custom Book & SAM 2013 (ISBN 978-1-285-89591-8)

Custom Book only (ISBN 978-1-285-89594-9)

SAM 2013 (alone) (ISBN 978-1-285-42749-2)

**Student Learning Outcomes for the Course**

1. Describe the fundamentals of Information Technology (IT) infrastructure components: hardware, software, and data communications systems.
2. Explain the guiding principles of professional behavior in computing.
3. Demonstrate proper file management techniques to manipulate electronic files and folders in a local and networked environment.
4. Use business productivity software to manipulate data and find solutions to business problems.
5. Explain the concepts and terminology used in the operation of application systems in a business environment.
6. Identify emerging technologies for use in business applications.
7. Complete projects that integrate business software applications.

These objectives will be measured by completion of:

* Projects and Labs for each chapter in *Microsoft Office 2013 Introductory*,
* One hands-on exam for each of the applications using *SAM 2013*,
* One Integrated Project using Microsoft Office,
* Completion of online notes for the six chapters covered in *Discovering Computers – Fundamentals, 2014 Edition* (included in the custom text book), averaged with grades from *SAM* training for each Office application chapter and
* An exam for each of the six chapters consisting of 25 true-false/multiple-choice questions randomly selected from a large database of questions. The exams may be taken twice.

**Teaching Methods:**

* **Lectures:** It is the student’s responsibility to read the assigned textbook chapter before attending class. Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
* **Assignments:** End of chapter activities and online activities may be assigned to reinforce material in the text.
* **Application Project and Lab Assignments:** Application Projects are normally completed in class with instructor supervision. An Application Lab Assignment follows each Chapter Project. Lab Assignments are normally completed without instructor supervision.
* **Quizzes:** Occasional unannounced quizzes **may** be given to help ensure students stay up with assigned material.
* **Exams:** Ten exams will be given. Six exams will be closed book/notes and will test assigned readings and material discussed in class. Four exams will be “hands-on.” You will carry out tasks in an Office 2013 environment. For each question (task), you will execute the necessary steps to fulfill the requested task as if you were doing one of the application assignments. These exams measure your ability to carry out the tasks you learned in the Project and Lab Assignments. The final exam, which is the last “hands-on” exam will not be comprehensive in nature. However, the instructor reserves the right to retest on material that was not appropriately comprehended.
* **Participation:** Student participation will be graded the average of notes taken from the 6 chapters in Discovering Computers and SAM training from the Office applications.

**Student Requirements for Completion of the Course and Due Dates (See Page 14)**

For the student’s convenience and ease of access, a table containing all exam and assignment names and their due dates has been placed on the last page of this syllabus. A space for the grade for each of these tasks is also provided in order for the student to be able to discern his class average at any time.

**Student Assessment & Grading Scale**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Percentage** | **From** |  | **Final Grade** | **Average** |
| **50%** | Average of 10 exams(6 Chapter Exams & 4 Hands-On Lab Exams) |  | **A** | 90 - 100 |
|  | **B** | 80 – 89.99 |
| **45%** | Average of 18 Projects &Lab Assignments |  | **C** | 70 – 79.99 |
|  | **D** | 60 – 69.99 |
| **5%** | Attendance & Participation |  | **F** | Below 60 |

**Absentee Policy**

Your punctual attendance and your participation are required for successful completion of the course. You may be dropped from the TC course without notice after enough absences that you have makeup hours at Texas High School (3 times tardy counts as one absence). You will stay in the class and only receive Texas High credit.

**Any student that is dropped from class and chooses to make an F, the last date they attended will be listed on the final grade sheet and they will most likely have to pay back money received from grants or scholarships.**

Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student’s responsibility to check the syllabus for each instructor’s tardy policy.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and exams as a result of a student’s absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of “F” in the class. The instructor will submit the last date of attendance for students receiving a grade of “F” or “W”.

**Withdrawal from a course(s) may affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.**

**Excused Absences**

A student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor’s syllabus.

**Make-up Policy**

The student is responsible for work missed because of illness, school business, religious holidays, military service or other circumstances and must make arrangements with their instructor prior to their absences. No incomplete grades will be given for failure to attend and participate.

Class Assignments and Labs must be turned in on time. Given extreme circumstances, you may be allowed to turn in an assignment slightly late with your instructor’s permission.

Hands-On Exams (Word–Excel-Access-PowerPoint) must be made up within 1 week of the scheduled time the class takes the exam or by a date set by your instructor.

**Academic Integrity Statement**

Scholastic dishonesty, involving but not limited to cheating on a exam, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”.

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses.

**Cheating will not be tolerated.** The instructor will drop any student involved in cheating from the course with a grade of “F.” All assignments must represent the student’s own work. A student may discuss assignments with other students to gain a better understanding of the problem. However, copying projects or assignments, in whole or in part, from ANY source, without explicit instructor direction, is considered plagiarism and will result in a failing grade for the course and possible college disciplinary action.

Students are required to originate, complete, and maintain their project assignment documents in the network folders assigned to them using Texarkana College computer equipment. It is expected that students will conduct themselves with integrity. If you cheat or **assist others** in cheating, you violate a trust.

Cheating includes but is not limited to the following:

* copying files or lending your storage device to another student
* copying answers on exams or glancing at nearby exams
* printing work for someone else
* turning in assignments that have been used in other classes
* purchasing or selling assignments or exam materials
* **using another student’s username and password or letting someone else use your login.**

**Classroom Rules of Conduct**

You are to be respectful of your instructor and fellow classmates at all times.

As a courtesy, please do not talk, type, or print while the instructor is talking to the class or when a student is asking a question which pertains to the class.

Students should make arrangements with the instructor in advance if they need to leave class before dismissal. There will be a zero tolerance policy for any behavior that is disruptive of classroom learning. This includes ANY use of vulgar language or rude behavior toward instructor or any other student in the class.

* You are to refrain from “surfing” the Web or accessing any social network sites during class, unless directed by your instructor.
* You are to turn off cell phones, pagers, and any type of audio players.
* You are to remove headphones or ear buds.
* You are encouraged to work together to solve problems; however, you must complete your own work. **Cheating will result in an F for all involved** in the act even if the person is in another class or previous semester.

**Additional Classroom Policies**

Students are not allowed to bring food or drinks into the classroom. The cost of damage to computer equipment can be significant due to a minor mishap.

**Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Advising and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

**Financial Aid:**

**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

**BCIS Course Specific Information**

**Participation**

The participation portion of your course grade will be determined by your notes on all of the 6 chapters (1, 2, 3, 5, 7, and 8). Papers will be part of the 5% of your total grade. Your lack of submission could earn you a letter grade reduction.

**Computer Concepts Chapter Exams**

You must take an exam for each of the six selected chapters (1, 2, 3, 5, 7, and 8) in the text: ***Discovering Computers, 2014 Edition***. Exam questions for each chapter exam will be taken directly from the pages of the text. The questions are written to test your knowledge of the terms, definitions, and concepts presented in the chapter. To study for a chapter exam, re-read the chapter memorizing detailed facts..

Each chapter exam is 25 true-false/multiple-choice questions randomly selected from a large database of questions. You will have 30 minutes to complete an exam. You may elect to take each exam a second time. For second takes, you may receive different questions. The higher score of the first and second takes counts as the effective score for that exam.

**Chapter Exams** are administered on the computer in TC Online (Moodle) in Room 5.

**Office 2013 Application Exams**

You must also take an exam for each of the 4 applications (Word 2013, Excel 2013, Access 2013 and PowerPoint 2013) that are part of ***Microsoft® Office 2013: Introductory***. These exams are “hands-on.” You will carry out tasks in an Office 2013 environment. For each question (task), you will execute the necessary steps to fulfill the requested task as if you were doing one of the Projects. These exams measure your ability to carry out the tasks you learned in the Project and Lab Assignments.

Each application exam will be administered by your instructor **during class time in the classroom** using the ***SAM 2013*** system. The instructor will announce the exact class time the exam will be given. Students are strongly encouraged to attend class on these exam days. Should you find that you would not be able to attend on the exam day, you MUST notify the instructor in writing prior to the exam day. This will allow you to schedule a make-up exam in which you will be allowed to take the exam and receive a maximum score of 90. If you have not rescheduled prior to exam day, you will receive a score of zero. **You may take each of the application exams only one time**.

**Chapter Project/Lab Assignments in the Classroom and Lab**

Chapter Project and Lab Assignments from ***Microsoft® Office 2013: Introductory*** (part of the TC custom book) and SAM (website) must be originated and completed using a personal computer in room 5 and must be maintained in a network folder assigned to the student. **Project/Lab Assignments must be your original work (started, completed, and corrected by only you) or it will be considered cheating**. Your cheating will cause **everyone involved** to be dropped from the course with an F as the final course grade.

Chapter Projects are normally completed in class with instructor supervision. A Lab Assignment or a SAM Project will follow each Chapter Project. Lab and SAM Assignments are normally completed without instructor supervision (SAM Assignments should be uploaded by the due date, but not printed). Printed output from all Project and Lab Assignments are submitted for grading by the due date, Chapter Project and Lab Assignments will be checked for accuracy of detail and for compliance with project instructions. **All** students should check **all** assignments with the sample provided or the SAM instructions, and correct **all** errors before submitting for a grade. **If it does not look like the sample/SAM instructions or contain the correct number of pages, do not turn the assignment in for a grade.**

**To Turn in Project/Lab Assignments - Office 2013 Applications**

1. Before printing your documents, be sure to add the ***filename and path*** as indicated in the **Additional Printing Instructions** below.
2. Arrange pages in the **sequence** in which they were generated **(must be in correct order or project will not be graded which could result in a zero).**
3. Confirm the correctness of your assignment and **make any corrections before submitting for a grade** (reprint if needed).
4. Using a pencil or pen, on the first page at the **top-right corner**, write:
**Your Name**
5. Staple multiple pages once at the top-left corner for each Project or Lab Assignment. Do not staple Projects and Labs together. Each one is a separate assignment.
6. Submit the document(s) to the instructor,

**Microsoft Office 2013 Corrections**

**Skip all directions concerning saving to a storage media or SkyDrive, changing Document Properties, e‑mailing, or printing envelopes. There will be additional instructions for Access Chapter 2, Access Lab 2-1, and PowerPoint Projects.**

**Additional Printing Instructions**

Your name and other information will have to be added to your project and lab assignments in order for you to determine which papers are yours once printed. These instructions are **not** in the book, but **are** required.

**To receive credit for any of your project or lab assignments that you print, you must follow the steps on the next page for each application that is covered in this course**.

**Microsoft Word 2013**

1. **Save** your project or lab using the name indicated for the assignment.
2. Click ***Insert*** on the Ribbon.
3. Click the ***Footer*** button.
4. Click the ***Edit Footer*** command. The Header & Footer Tools and Design tabs will appear on the Ribbon.
5. Click ***Document Info*** button and then click the ***FilePath*** command.
6. Click ***Close Header & Footer*** button.
7. **Save** your file again before printing.

**Microsoft Excel 2013**

1. **Save** your project or lab using the name indicated for the assignment.
2. Click ***Insert*** on the Ribbon.
3. Click the ***Header & Footer*** button. The Header & Footer Tools and Design tabs will appear on the Ribbon.
4. Click the ***Go to Footer*** button.
5. Click in the left section of the footer.
6. Click the ***File Path*** button. It will display **&[Path]&[File]**, but the filename will be printed.
7. Click outside of the footer on a cell.
8. Then click ***View*** on the Ribbon.
9. Click the ***Normal*** button.
10. **Save** your file again before printing.

**Microsoft Access 2013**

1. For reports use the name of the report and add your name and section number. Example:
Client Financial Report - John Doe 01
2. Save all queries with a query number and/or step number and your name and section number. The book may have you name some queries. Examples:
Client Query1 AC59 - John Doe 01 (for project with saved query name) or

Query3 AC 86 - Jane Doe 01 (for project without a saved query name)
Lab2-1 Step 2 Query - John Doe 01 (for lab assignment)

**Microsoft PowerPoint 2013**

1. Save your project or lab using the name indicated for the assignment.
2. Click ***Insert*** on the Ribbon.
3. Click the ***Header & Footer*** button.
4. For the slides, use the slide tab, check the footer box, and add your name and section number to the footer.
5. For the outline and handout, use the notes and handouts tab, check the footer box, and add your name and section number to the footer information.
6. Click ***Apply to All*** button.
7. Save your file again before printing.

**BCIS 1305 - Business Computer Applications**

**Accumulated Login Information**

**Computer Lab & Classroom Computers at Texarkana College**

**myTC (Texarkana College home page)** [www.texarkanacollege.edu](http://www.texarkanacollege.edu)

TC E-Mail & TC Online Learning (Moodle) are easily accessed here with a **“one time” login**

**myTC** &

**Moodle Username**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(student’s myTC Username) (i.e.… b.jones5555)

**Password:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(one given to you to login in to myTC) or if you changed it, use that one

**TC Online Learning (Moodle)**

All **Chapter Exams** for BCIS will be taken using **Moodle** in the **Testing Center**. The password used to access Moodle is the **same password used to access myTC**. Testing Center **Proctor will enter the Test Password** after you have logged in and are ready.

**SAM 2013 Hands-On Exams & Project Software** [http://sam.cengage.com](http://sam.cengage.com/Login.aspx)

SAM Software will provide the environment for your “**Hands-On” Exams** for each of the Microsoft Office modules you will complete, **Word, Excel, Access, & PowerPoint** and will also provide your beginning files and grade your **SAM Projects** for these modules.

**(Access will not have a SAM Project.)**

**SAM Username:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Your entire myTC E-Mail address) (i.e.… b.jones5555@texarkanacollege.edu)

**Password:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (same password as myTC)

**Student Requirements for Completion of the Course and Due Dates (Cont. from page 3)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assignments** | **Pages** | **Exam Location or Output& Number of Pages** | **Grade** | **Deadline** | **Score** |
| Chapter 1 Exam | 1-41 | Classroom |  |  | Add the grades of all exams, take that total and divide by 10 to obtain the Average: \_\_\_\_Compute Exam Score by multiplying average by 50% = \_\_\_\_\_\_\_ |
| Chapter 2 Exam | 53-91 | Classroom |  |  |
| Chapter 3 Exam | 103-139 | Classroom |  |  |
| Chapter 5 Exam | 201-235 | Classroom |  |  |
| Chapter 7 Exam | 287-323 | Classroom |  |  |
| Chapter 8 Exam | 335-365 | Classroom |  |  |
|  |
| Word Exam | WD1-189 | Classroom |  |  |
| Excel Exam | EX1-192 | Classroom |  |  |
| Access Exam | AC73-124 | Classroom |  |  |
| PowerPoint Exam | PPT1-126 | Classroom |  |  |
| Word Chapter 1 | WD1-54 | Adventure Flyer - 1 |  |  | Add the grades of all projects labs, and participation paper then take that total and divide by 18 to obtain the Average: \_\_\_\_Compute Chap/Lab Score by multiplying average by 45% = \_\_\_\_\_\_**Exam****Score: \_\_\_\_\_\_****Chap/Lab****Score: \_\_\_\_\_\_****Attendance Participation****Score: \_\_\_\_\_\_****Add these 3 scores and your course grade is**  |
| **SAM** Chapter1, Lab 1 | **Download** | Band Seeking Bassist- **Submitted** |  |
| Word Chapter 2 | WD65-123 | Biometric Devices Paper - 3 |  |
| **SAM** Word Chapter 2, Lab 1 | **Download** | Comparing Three Mars Rovers- **Submitted** |  |
| Word Chapter 3 | WD137-189 | Samaras Thank You letter - 1 |  |
| **SAM** Word Chapter 3, Lab1 | **Download** | Express Yourself Language Institute- **Submitted** |  |
| Excel Chapter 1 | EX1-54 | Bob Gleamin Budget - 2 |  |   |
| **SAM** Excel Chapter 1, Lab 1 | **Download** | Flex Cab Company- **Submitted** |  |
| Excel Chapter 2 | EX65-118 | HyperMass Online Storage Salary Report - 3 |  |
| **SAM** Excel Chapter 2, Lab 1 | **Download** | Flex Cab Company- **Submitted** |  |
| Excel Chapter 3 | EX129-192 | FroYoToGo Financial Projection worksheet, chart, formula sheet - 3 |  |
| Access Chapter 2 | AC73-124 | Bavant Publishing- Queries- 17 & 1 Report |  |   |
| Access Lab 2-1 | AC129-131 | Dartt Offsite Services - Queries – 12 |  |
| Integrated MS Office Projects | **Download** | Word/ExcelExcel/PowerPoint |  |  |
| PowerPoint Ch. 1 | PPT1-56 | Keeping Hydrated – 5  |  |   |
| **SAM** PowerPointChapter 1, Lab1 | **Download** | Driving Green - **Submitted** |  |
| PowerPoint Ch. 2 | PPT73-126 | Emergency Plan – 4  |  |
| **SAM** PowerPointChapter 2, Lab 1 | **Download** | Preparing for a Sprint- **Submitted** |  |
| Attendance/Participation – Will be based on notes taken from Chapters 1, 2, 3, 5, 7, and 8 from Discovering Computers averaged with grades from SAM online training multiplied by 5%. |  |