BCIS 1305 - Business Computer Applications – D10

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business utilization of the Internet.

This course is designed to familiarize the student with computer concepts and problem-solving techniques. Microcomputers and widely used software are emphasized so that the student will be prepared to use the computer for later course work and to move directly into the workforce as a productive employee. Most examples in this course are business oriented, but the underlying problem-solving methodology and skills can be applied to each student’s area of study and interest.

Course Objectives/Learning Outcomes

Course Objectives

Completing this course will enable the students to:

1. Apply course material to improve thinking skills.
2. Acquire factual/practical knowledge related to business and technology.
3. Develop and present professional skills and viewpoints.

Student Learning Outcomes

Upon successful completion of the course, students will be able to:

1. Use accepted word processing techniques to produce a well-designed and esthetically pleasing formal document.
2. Use standard spreadsheet features to produce a representation and analysis of numerical data.
3. Create an original graphic image.
4. Locate, retrieve, and evaluate information relevant to a question.
5. Create an electronic document that discusses a single subject or conveys a message.
6. Recognize and respond to an ethical issue related to computer usage.

Classroom Philosophy

Upon completion of this course:

1. The student should be able to analyze, evaluate, and make recommendations regarding business technology.
2. Problem Solving: Students will be required to not only identify problems but also generate solutions and make recommendations based on a logical and thorough analysis of the alternatives.
3. Critical Thinking: Students will be required to evaluate techniques and processes to think differently and to solve and resolve problems by using technology, making informed decisions.
4. Communication: Through written and oral analyses of cases, students will further strengthen and enhance their skills in effective communication. All projects and presentations will be prepared in professional language and format.
5. Team Work: Students will work collaboratively, demonstrating courtesy, using appropriate etiquette, in preparing and presenting presentations and cases.
Course Book, Required Readings, and Instructions

For this course, you can obtain the needed access code and books by going to the ASU Bookstore (in the University Center) or by going online to purchase Cengage Unlimited. You may purchase Cengage Unlimited prior to the first week of class, but I recommend that you do not buy other materials for this class until I have had a chance to guide you through the setup process.

Book reference:

Cengage Unlimited, 1 term (4 months) Instant Access (ISBN: 9780357700006)

Once you have purchased the required access code, you will need to setup your SAM account. To set up your SAM account, please see the directions in the tutorial that came with your SAM packet. When you set up your account in SAM, you will be asked for an institution key. The institution key for ASU is: T2129624. When you search for the course section you will look for "Brown Spring 2020 BCIS 1305 D10".

Your SAM account should be set-up well before the end of the first week so that you can ensure that everything is “working smoothly”. No accounts will be set-up in class on exam days. Be sure that you choose a user ID and password that you can easily remember. I suggest using your ASU account.

To complete the projects, you will need to have Microsoft Office 2019 products (Word, Excel, PowerPoint, and Access) on a Microsoft Windows computer. Apple and other products with MS Office installed will not always work. Exams can be done on any platform, Windows or Apple. All other readings will be assigned in a timely manner as needed and will be provided to you as PDF, in MS Word format, or as a link to an online resource.

Course Instructor

Jason Brown
Adjunct – Accounting, Economics, and Finance
Office: Rassman 201A
Phone: (325) 486-6688
E-mail: jason.brown@angelo.edu
Office Hours: 9am-10:30am; 2pm-3pm M-F. You can contact me through the messaging system within Blackboard or alternatively via my email to setup an appointment.
Class Meeting Times: Online Asynchronous Class with No mandatory Face-to-Face components. All activities and assignments due according to Central Time Zone.
Technical Support: The Technology Service Center (TSC) may be contacted by calling (325) 942-2911, 1-866-942-2911 or by email at helpdesk@angelo.edu
General Grading Policies

The grading scale is as follows:

You will be attempting to attain 3200 points. Based on the points you accumulate; your score can be figured as follows:

- A 90%-100%
- B 80%-89%
- C 70%-79%
- D 60%-69%
- F Below 60%

Note: Grades are made up of Projects and Exams that are mostly delivered via SAM

Except in cases of actual error, final grades are permanent.

Cases and Projects

Cases and projects in this class will consist of the following:

1. In-class projects. Occasionally you will have the opportunity to earn points on extra exercises. These are usually mandatory exercises related to the material that was covered during the class period or new material presented in class at the time. There is no make-up work for these projects; these points depend on your being involved with class discussions and being prepared.
2. SAM 2019 projects. These projects and projects are essentials to the learning and development of the student. There will be a project assigned weekly with a minimum value of 2% of class grade. Each subject matter will have a comprehensive project worth 10% of your class grade and must be completed by the assigned due date. You may submit your SAM projects up to a minimum of three times, and the highest grade will be recorded.

Exams

Exams will be given on a regular basis. The exams will be made available during the assigned module. There are no make-up exams unless you have a college excused absence. If you are traveling on behalf of ASU, then you must contact me, before the exam date to set up an alternative time to take the exam. If you miss an exam, that grade will be a zero when computing your final average in the class. All exams are hands-on and must be taken in class unless otherwise instructed.

SAM exams will be available throughout the course. You may take any exam only one time. Be sure to familiarize yourself with SAM by taking advantage of the “Training” modules before your “real” exams.

Actual exam dates will be announced. (The course schedule provided below is a tentative schedule and subject to change) Please be on time to take exams. To protect the integrity of exams and to be fair to all students, no exam may be started after the first student has completed it and left the room.

Final Exam

The final Exam will be offered during finals week. As this is an online course, a time frame will be allotted for you to take the exam.
Late Work

No late work (exams or projects) will be accepted for any reason. This means that you should plan ahead to complete projects and exams early. Do not wait until one hour before an exam or assignment is due to try and complete it. Remember Murphy’s Law: Whatever can go wrong will go wrong, and at the worst possible time. If a student procrastinates, this law usually applies.

You are responsible for all material covered and all projects given, regardless of personal illness, family emergency, or computer system failures. Reasonable deadlines have been set to ensure that you have ample time to complete all projects, given that you do not wait until the last minute.

Extra Credit Work

There is no extra credit work for individuals. Extra credit opportunities for individuals discriminate against students who submit their work in good order and on time; therefore, I don’t allow extra credit projects, unless I do so for the entire class. If you keep up with your regular work, there will be no need for extra credit work; however I reserve the right to offer extra credit assignment to enhance the student experience.

University and Course Policies

Class Participation

Students are required to log in regularly to the online class. The course is a three-credit course that, on campus, would require a minimum of 2.5 hours of in-class work and 3-4 hours outside of class on study and other activities each week over a 16-week semester. Students taking the course online should plan to spend up to the same amount of time per week (6-7 hours) on the course.

Although this is an online course, it is not a self-paced study. You will only be able to access active course materials during posted available dates. The general purpose of this is to keep the class together so that everyone will be together on any discussions, projects, quizzes, and exams. Therefore, there is something of a limited window of opportunity for “attending” and participating in each “class”.

Communication with Your Instructor and Fellow Students

All written communications in this course should be well written, using correct punctuation, capitalization, and grammar. Without proper punctuation, I have no idea where sentences begin and end. Please do not write u for “you,” “i” for “I,” “cuz” for “because,” etc. This is a university course, and correspondence should reflect that.

You may communicate with the class as a whole through online discussion forums or through Google Hangouts. These forums and hangouts allow you to communicate with your fellow students and with me. I encourage you to use these tools to ask questions and to exchange ideas, resources, and comments about your course work with other students in this course.

You may communicate with me via my office phone during office hours, through ASU email or through my online office hours. I check my ASU email very often during the day. I may or may not be able to check my email on the weekend or holidays or in the evenings, so you should plan accordingly.

You must check your ASU email account regularly because this (in addition to Blackboard announcements) is the primary means of communication about your course.
Policy on Server Unavailability or Other Technical Difficulties

Angelo State University is committed to providing a reliable online course delivery system to all users. However, in the event of any unexpected Blackboard server outage or any ASU technical difficulty, which prevents students from completing a time sensitive activity, I will extend the due date and provide an appropriate accommodation based on the situation. The accommodations will be made as soon as the ASU IT Department confirms that there was such a problem. Students should report any problems to the instructor through their ASU email account and also email elearning@angelo.edu.

Similarly, while SAM (Cengage) is a third-party vendor that should not have issues, they do happen. I will evaluate issues caused by Blackboard and SAM accordingly.

Note that this does not apply to individual technical problems that you may encounter on your personal computer. It is the responsibility of the student to work with a reliable computer and Internet connection and plan ahead. One of my favorite sayings is; “Lack of planning on your part, does not constitute an emergency on mine!”

Academic Honesty and Integrity

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the university Academic Honor Code, which is in both print and web versions of the ASU Student Handbook.

Academic integrity is expected. This includes, but is not limited to, any form of cheating, plagiarism, unauthorized sharing of work, or unauthorized possession of course materials. The professor assumes that all students can be trusted. Please do no violate this trust. Violation of academic integrity will result in a failing grade for the course.

It is the professor’s intention to be as fair and impartial as is humanly possible. Therefore, all students will be asked to adhere to the same set of guidelines and rules UNLESS there are disabilities or documented extenuating circumstances that have been discussed with the professor and the Student Life Office. Please make sure you inform the professor as soon as any situation arises. Do NOT wait until the problem is compounded by poor class performance, poor attendance, etc.

College of Business – Code of Ethics

Students, faculty, administrators and professional staff of the College of Business should always:

• Be forthright and truthful in dealings with all stakeholders
• Take responsibility for one’s actions and decisions
• Serve as an example of ethical decision-making and behavior to others
• Admit errors when they occur, without trying to conceal them
• Respect the basic dignity of others by treating them as one would wish to be treated

Courtesy and Respect

Courtesy and respect are essential ingredients to this course. We respect each other’s opinions and respect others points of view at all times while in our class sessions. The use of profanity and harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one’s ethnicity, life style, religion, etc., violations of these rules will result in appropriate disciplinary actions.
Accommodations for Disability

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation. The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by contacting:

Dallas Swafford
Director of Student Disability Services
Office of Student Affairs
325-942-2047
dallas.swafford@angelo.edu
University Center, Room 112

Student absence for religious holidays

As stated in the Angelo State University Operating Policy and Procedures (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends to miss class to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

Course Drop

To view information about how to drop this course or to calculate important dates relevant to dropping this course, you can visit http://www.angelo.edu/services/registrars_office/course_drop_provisions.php.

Incomplete as a Course grade

As stated in the Angelo State University Operating Policy and Procedure (OP 10.11 Grading Procedures), the grade “I” is given when the student is unable to complete the course because of illness or personal misfortune. For undergraduates, an “I” that is not removed before the end of the next long semester automatically becomes an “F”. A graduate student will be allowed one year to remove a grade of “I” before it automatically becomes an “F”. To graduate from ASU, a student must complete all “I’s”.

Grade Appeal Process

As stated in the Angelo State University Operating Policy and Procedures (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, has experienced inequitable evaluation procedures, or inappropriate grading practices, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the grade appeal process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at: http://www.angelo.edu/content/files/14196-op-1003-grade-grievance.
## Course Outline

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<td>Introductions and Instructions – 01. Assessment</td>
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<td>20-Jan</td>
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<td>02. Word 1 Project</td>
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<td>04. Word Capstone Project</td>
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<td>04. Word Capstone Exam</td>
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<td>05. PowerPoint 1 Project</td>
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This schedule is subject to change. For the most current information, please review the schedule within the course.