

BCIS 1305 - Business Computer Applications

Course Description/Overview

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 an accelerated course 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.

This class requires XL2019 or higher ←Click for ASU IT support

How to Prepare for this Online Class.



How this class will be taught	→	Work at your own pace with limited due dates
How students will engage	→	Self Directed
How will we communicate	→	Email, Bb Announcements, Virtual Office (ZOOM)
How will we assess learning	→	Online learning assignments SAM/MindTap Exams and Training

Recommended Browser Firefox



or

Technical Support

Recommended Browser Firefox or Firefox

<https://www.cengage.com/student-training/mindtap/blackboard/ia-yes/>

Prerequisite Knowledge

There are no prerequisites required.

Course Technology

This is a Microsoft OS required course, many course activities will work on a Microsoft Office for MAC OS.

- High-speed Internet connection
- **Blackboard Learning Management System:** Access to the Blackboard Learning Management System. Login with the Blackboard username and password credentials.
- You can download the **Blackboard app** from the App Store. It should be listed as **Bb, Mobile Learn**. After downloading the BB app, launch the app and when prompted, type in the name of the school (Angelo State University). You will be prompted to pay for the app and after payment you will be asked to authenticate (log in) using your University system username and password.

This course is a Web-assisted course, delivered through Blackboard and the Cengage MindTap learning system. See additional information under Course Textbook and Required Readings.

Accessing course materials:

To access your course materials and explore Cengage Unlimited, **click on “Enroll in Cengage Unlimited” in the “Welcome” tab.** and create your Cengage account or log in (using an existing one).

For step-by-step help on getting started, check out our helpful training video and instructions at in the Welcome tab or go to [cengage.com/start-strong](https://www.cengage.com/start-strong). Just select that you’re using **MindTap** in Blackboard.

Once you’ve registered, view this [tutorial video](#) to learn how to access the print options that come with your **MindTap** course.

Title: The Shelly Cashman Series Collection Microsoft Office 365 & Office 2019, 1st Edition
Author: Sandra Cable; Steven M. Freund; Ellen Monk; Susan L. Sebok; Joy L. Starks; Misty E. Vermaat
ISBN-10: 0-357-02622-5
ISBN-13: 978-0-357-02622-9

[TAKE A LOOK INSIDE CENGAGE UNLIMITED](#)

Course Textbook and Required Readings - Do not purchase prior to class

This course requires MindTap. MindTap. is available for purchase on its own, or through [Cengage Unlimited](#), a subscription that gives you access to all Cengage online textbooks and access codes in one place—for

- 1.) \$119.99 per semester,
- 2.) \$179.99 per year or
- 3.) \$239.99 for two years.

No matter how many Cengage products you use, they are included in Cengage Unlimited at no additional cost.

Prefer print? For select titles, you can also get a hardcopy textbook rental with your activation through Cengage Unlimited for \$7.99 + free shipping and the option to purchase a loose-leaf version of your textbook, which you can keep. Cengage Unlimited is available in the bookstore or at cengage.com/unlimited.

Class Meeting Times This is an online course. You are expected to complete the course materials at your convenience. I will be available to assist through email and via Zoom.

The content of this course will be delivered via the Blackboard System. For general information about the Technology Service Center and your account visit the Technology Service Center or call 325-942-2911. If you ever experience any technical difficulties with the Blackboard System, please request assistance by calling 325-486-6263. You can also send an email to elearning@angelo.edu or simply go to <https://www.angelo.edu/services/e-learning/> for further assistance. Please use your college provided email address to communicate with me while taking this course. Instructions about making updates to your account can be found at <https://www.angelo.edu/services/technology>.

ASU Technical Support

The Technology Service Center (TSC) may be contacted by calling (325) 942-2911 or 1-866-942-2911 or by email at helpdesk@angelo.edu SAM Support may be contacted at 800.654.9706, (*option 5 followed by option 1*).

Office Hours

By Appointment only. To set up an office visit via Zoom, please email the instructor for scheduling and agreed upon time.

Faculty/Instructor Information

Vincent Mangano
Instructor
Office: Rassman 250
Phone: 325-486-6497

E-Mail: vincent.mangano@angelo.edu
Office Hours: by appointment
Email is the fastest way to contact me.

Course Objectives

Learning Objectives:

Upon completion of this course, students will be able 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. To use accepted word processing techniques to produce a well-designed and esthetically pleasing formal document.
2. To use standard spreadsheet features to produce a representation and analysis of numerical data.
3. To create an original graphic image.
4. To locate, retrieve, and evaluate information relevant to a question.
5. To create an electronic document that discusses a single subject or conveys a message.
6. To recognize and respond to an ethical issue related to computer usage.

Assessment Methods

Students will be assessed on the completion of specific projects and exams administered through the SAM system as per the attached schedule. Students will be expected to complete all assignments on a timely basis. These assessment assignments are listed as follows;

EEO1: To use accepted word processing techniques to produce a well-designed and esthetically pleasing formal document.

Method of Assessment: Formative Assessment, New Perspective Word 2016 Capstone: Lab 1

EEO2: To use standard spreadsheet features to produce a representation and analysis of numerical data.

Method of Assessment: Formative Assessment, New Perspective Excel 2016 Capstone: Lab 1

EEO3: To create an original graphic image.

Method of Assessment: Formative Assessment, New Perspective Power Point 2016 Capstone: Lab

EEO4: To locate, retrieve, and evaluate information relevant to a question.

Method of Assessment: Formative Assessment, SAM Tasks Assignment listed in SAM Exams as “Assignment for Assessment of EEO4” and covers various topics of sorting, retrieving, querying, etc.

EEO5: To create an electronic document that discusses a single subject or conveys a message.

Method of Assessment: Formative Assessment, SAM 2016 New Perspective Word 2016 Capstone: Lab 1

Grading Policies

Grades are computed on a point scale and converted to percentages based on the total number of points accumulated over the course. You will have an opportunity for approximately 3400 points, point assignments at the discrepancy of the instructor.

The grading scale is as follows:

A	90-100%
B	80-89.999999%
C	70-79.999999%
D	60-69.999999%
F	Below 60%

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

Cases and Projects

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

Interactive assignments through MindTap are mandatory exercises related to the material presented in the textbook readings provided in your assignment. There is no make-up work for these assignments; these points depend on your being in class and being prepared.

MindTap assignments. These projects and Exam assignments are essentials to the learning and development of the student. There will be a project assigned almost daily with a minimum point value of 100. Each subject matter will have a Capstone” project worth a minimum of 200 points and must be completed by the assigned due date. You may submit your assignments 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 miss an exam, that grade will be a zero when computing your final average in the class. All exams are worth 50 points unless defined otherwise in the MindTap system.

Response Time

Instructor will respond within 24 business hours of inquiry or sooner, students are expected to respond within the same time frame. All students are expected to check their email daily. The listed Rampart email will be the email used for all email communication.

Missed/Late Work

No late work (exams or assignments) will be accepted for any reason. This means that you should plan ahead to complete assignments 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 assignments 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 assignments, given that you do not wait until the last minute.

Amnesty is a time assigned to make up (or improve) up to two assignments. This day is listed in MindTap. Assignments are limited to projects.

For assignments that are not submitted at all, the student will receive a grade of 0%.

Participation/Absenteeism

Attendance is required for all classes as stated in the University Bulletin and will be recorded. Attendance is based on the assignment completion. In order to get credit for attending class the student must complete each assigned module according to class/assigned schedule; otherwise, the absence will stand as recorded.

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 assignments, 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.

Final Exam

The Final Exam schedule follows the University Finals Schedule as posted by the ASU web site. Students who have a grade point average greater than or equal to 90% by the time of the final can opt out of the final exam. All other students are required to take the exam. The student will have the option to replace any recorded grade with the grade received on their final with the exception of mandatory attendance exams.

Course Policies

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 and the ASU Student Handbook.

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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.

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 not violate this trust. Violation of academic integrity will result in a failing grade for the course.

Courtesy and Respect

Courtesy and Respect are essential ingredients to this course. We respect each other's opinions and respect their point of view at all times while in our class sessions. The use of profanity & harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one's ethnicity, life style, race (ethnicity), religion, etc., violations of these rules will result in immediate dismissal from the course.

Accommodations for Disability

As stated in the Angelo State University Operating Policy and Procedure (OP 10.15 Providing Accommodations for Students with Disabilities), the Student Life Office 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 the Student Life Office at (325) 942-2191 or (325) 942-2126 (TDD/FAX) or by e-mail at Student.Life@angelo.edu to begin the

process. The Student Life Office will establish the particular documentation requirements necessary for the various types of disabilities.

Student absence for religious holidays

As stated in the Angelo State University Operating Policy and Procedure (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends 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. 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 Procedure (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, equitable evaluation procedures, or appropriate grading, 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 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>.

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

Course Outline

Assignment Name	Points
Assessment 	100
PowerPoint 2019 Module 1 - SAM Project 1a	100
PowerPoint 2019 Module 2 - SAM Project 1a	100
Capstone PPT	200
PowerPoint 2019 Modules 1-3 - SAM Capstone Project 1a	200
Module 1 - SAM Project 1a	100
Word Module 1 SAM Exam	100
Module 2 - SAM Project 1b	100
Word Module 2 SAM Exam	100
03 Module 3 - SAM Project 1a	100
03 Word Exam	100
04 Word 2019 Modules 1-3 - SAM Capstone Project 1a	200
Excel Module 1 SAM Project A	100
Excel Module 1 SAM Exam	100
Excel Module 2 SAM Training	100
Excel Module 2 SAM Project A	100
Excel Module 2 SAM Exam	100
Excel Module 3 SAM Project A	100
Excel Module 3 SAM Exam	100
08 Excel Exam 3	100
09 Excel 2019 Module 4 - SAM Project 1a	100
Excel Module 4 SAM Exam	100
10 Excel 2019 SAM Capstone Project	200
11 Excel 2019 Module 5 - SAM Project 1a	100
Excel Module 5 SAM Exam	100
11 Excel 2019 Module 6 - SAM Project 1a	100
Excel Module 6 SAM Exam	100
12 Excel 2019 Module 7 - SAM Project 1a	100
Excel Module 7 SAM Exam	100
13 Excel 2019 Modules 4-7 Capstone	200
Total of 3,500 Points	