Business Computer Applications
BCIS1305

Accounting Economics and Finance

COURSE DESCRIPTION

To obtain a fundamental understanding of 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 you with computer concepts and problem-solving techniques. Microcomputers and widely used software are emphasized so that you 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 area of study and interest.

COURSE OBJECTIVES

Upon completion of this course, you will be able to...

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

STUDENT LEARNING OUTCOMES

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

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

How to Prepare for this Online Class.

XL2019

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

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

INSTRUCTOR INFORMATION
Vincent Mangano
Office: Rassman 225
Virtual Office: Bb
Office hours: By Appointment only. To set up an office visit via Zoom, please email the instructor for scheduling and agreed upon time.
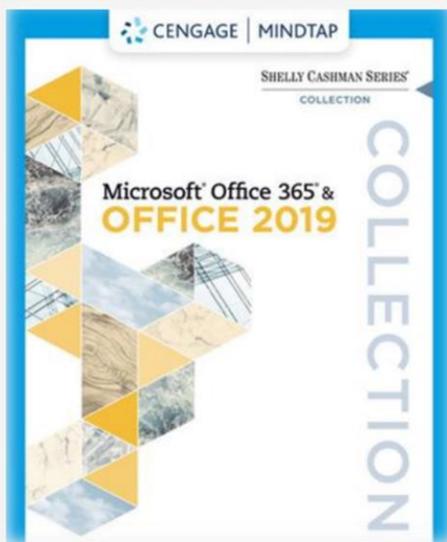vincent.mangano@angelo.edu / 325.486.6497

CLASS MEETINGS
Location: Virtual
Asynchronous there are no scheduled class hours
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.

COURSE READINGS/MATERIALS   **Do not purchase prior to class**

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. 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   **INSTITUTION CODE - T2129624**

This course requires MindTap. MindTap. is included as part of your fees for the course. Your textbook registration will be part of your course setup in Cengage.

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.

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.

Students can get technical help here.

TECHNICAL REQUIREMENTS FOR COURSE

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.

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*).

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, Shelly Cashman Word 2019 Capstone: Lab 1

EEO2: To use standard spreadsheet features to produce a representation and analysis of numerical data.
Method of Assessment: Formative Assessment, Shelly Cashman Excel 2019 Capstone: Lab 1

EEO3: To create an original graphic image.
Method of Assessment: Formative Assessment, Shelly Cashman Power Point 2019 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 2019 Shelly Cashman Word 2019 Capstone: Lab 1

COURSE POLICIES

Attendance & Tardiness

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.

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

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 no violate this trust. Violation of academic integrity will result in a failing grade for the course.

Late Work & Revision

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%.

Instructor Response Time

Instructor will respond within 24 business hours of inquiry or sooner 95% of the time, students are expected to respond within the same time frame. All students are expected to check their email daily. The listed Ramport email will be the email used for all email communication.

SUPPORT SERVICES

ASU eLearning Services

As part of the Information Technology Office, the eLearning Center supports the mission of Angelo State University. We are dedicated to providing support and training to enhance the professional skills of all students.

eLearning@angelo.edu

325-486-6263

Porter Henderson Library, 224

https://www.angelo.edu/services/e-learning/

ASU Writing Center

The writing center offers writing tutoring to students, staff, faculty and the wider community in any discipline, 6 days/ week. They also offer phone tutorials.

ASU Tutoring Center

The Tutoring Center offers tutoring in writing and math. For hours of operation and information about online tutoring for writing, check their website.

ASU Math Lab

The math lab offers tutoring to students at all levels.

ASU Library

The Porter Henderson Library virtual reference help desk is available to assist students with library research and other questions.

ASU Disability Services

Operates in the Houston Harte University Center to provide academic accommodations to enrolled students who are identified as being eligible for these services.

If you believe you are eligible, please visit their web site www.angelo.edu/services/disability-services/ or contact a student affairs staff person on campus. You can also contact Disability Services by phone at 325-942-2047.or by e-mail (ada@angelo.edu)

EVALUATION POLICIES

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.^{9999999}%
C   70-79.^{9999999}%
D   60-69.^{9999999}%
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, you are expected to respond within the same time frame. You are expected to check their email daily. The listed Ramport 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 you procrastinate, 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, you 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 you 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. You will have the option to replace any recorded grade with the grade received on their final with the exception of mandatory attendance exams

How to check your grade:

To check your cumulative grade for all completed assignments and find comments from your instructor, click on the My Grades link in the sidebar menu. All the assignments and their due dates are listed in MindTap. If your instructor has left comments, there will be a Comments link. Click on this link to view comments.

If the score is for an assignment, the title of the assignment is a link and by clicking this link you'll be taken to your submission, grade and comments.

Academic Honesty and Integrity

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Angelo State University expects you to maintain complete honesty and integrity in their academic pursuits. You are responsible for understanding the Academic Honor Code, which is contained in both print and web versions of the Student Handbook.

It is the professor's intention to be as fair and impartial as is humanly possible. Therefore, you 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 no 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 Syllabus Statement on Required Use of Masks/Facial Coverings by Students in Class at Angelo State University

As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

TITLE IX PROTECTION

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. –Title IX of the Education Amendments of 1972

If you are in immediate danger call **911** or University Police at **325-942-2071**.

For more information contact the Office of Title IX Compliance at **325-942-2022**.

BCIS 1305 COURSE SCHEDULE
Summer 2021

Week 1 [12/13-12/18]	**Learning Objectives** To use accepted word processing techniques to produce a well-designed and esthetically pleasing formal document. To create an electronic document that discusses a single subject or conveys a message. **Scheduled events** Video Introduction to weekly objectives Create and modify a flyer Create and edit a research paper Creating business letters **Assignments** • Word 2019 Module 1 • Word 2019 Module 2 • Word 2019 Module 3 • Word Capstone Project
Week 2 [12/19-12/25]	**Learning Objectives** To create an original graphic presentation with embedded image(s). To create an electronic document that discusses a single subject or conveys a message. **Scheduled events** Initial assessment Video Introduction to weekly objectives Create simple PowerPoint presentation Using advance graphic design in PowerPoint presentations Editing graphic presentations for maximum impact **Assignments** • Assessment • PowerPoint 2019 Module 1 • PowerPoint 2019 Module 2 • PowerPoint Capstone Project (due 12/27)

Week 3&4
[12/26-1/1]
	Learning Objectives
	To use standard spreadsheet features to produce a representation and analysis of numerical data.
	To create an electronic document that discusses a single subject or conveys a message.
	
	Scheduled events
	Video Introduction to weekly objectives
	    Introduction to spreadsheets
	    Creating a Spreadsheet
	    Applying basic functions and formatting
	    Applying graphic expression of numbers
	    Working with screen view options and Chart Types
	
	Assignments
	▪ Excel 2019 Module 1
	▪ Excel 2019 Module 2
	▪ Excel 2019 Module 3
	▪ Excel Capstone Project (1-3)
	▪ Excel 2019 Module 4
	• Excel 2019 Module 5
	• Excel 2019 Module 6

Week 5
[1/2-1/21]
 	
(1/14/2021)
	Learning Objectives
	To locate, retrieve, and evaluate information relevant to an enquiry.
	
	Scheduled events
	Video Introduction to weekly objectives
	    Working with advanced functions
	    Using conditional formatting
	    Integrating multiple files
	    Using 3-D functionality
	
	Assignments
	• Excel 2019 Module 7
	• Excel Capstone Project (5-7)
	
	Final

I look forward to working with you this semester
Vince Mangano.