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.

Prerequisite Knowledge
There are no prerequisites required. However there must be a commitment to learning.

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

Class Meeting Times and Office Schedule

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

This is an on line course, contact me via email at Vincent.mangano@angelo.edu to schedule a video conference.

Faculty/Instructor Information

Vincent Mangano
Instructor
Office: Rassman 251
Phone: 325-486-6497

E-Mail: vincent.mangano@angelo.edu
Office Hours:
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, Shelly Cashman Series 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 Series Excel 2019 Capstone: Lab 1

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

Course Textbook and Required Readings
How to buy your Course Materials
Step 1: Sign into **Blackboard** and click on BCIS 1305
Step 2: Click on the Cengage link: COURSE CONTENT
Step 3: Create or sign into your Cengage account to access or purchase the materials for this course.

Need help? Visit **startstrong.cengage.com** for step-by-step registration instructions and videos.

MindTap/SAM 2019 requires Adobe Flash Player. This is a free download at http://get.adobe.com/flashplayer/

You will need Adobe Acrobat Reader on your personal computer to access some of the documents and files on SAM 2019. (It is already installed on the computers at ASU.) If you do not already have the reader, you can download it (free) at http://www.download.com/Adobe-Reader/3000-2378_4-10000062.html .

While pop-up blockers are used to prevent annoying advertising messages that pop up on a computer screen during Internet surfing, some Web applications (such as SAM 2019) are incompatible with pop-up blockers and do not perform correctly until all pop-up blockers are disabled. Once you log in to your class, disable your popup blocker on SAM 2019 or set it to allow pop-ups from the SAM 2019 site.
Please note that to use SAM, you must have Adobe Flash Player. This is a free download at http://get.adobe.com/flashplayer/

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 3500 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:

1. In-class assignments. Occasionally you will have the occasion to earn points on in-class 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 assignments; these points depend on your being in class and being prepared.

2. SAM 2019 assignments. These projects and assignments 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 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 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.

MindTap/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.

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 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 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 Period is a time allocated to making up (or improving) up to two assignments for a maximum of 200 points. These days are announced only once in a given semester and will be announced in class only. Assignments are limited to projects and will not include any mandatory attendance assignments.

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 completed all assignments and 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.

Summer Schedule

	TASK	START Date	DUE Date
	This is a guide and subject to change - See MindTap due dates for final schedule.		
WORD	**Initial Assessment and Word**		
	Register for MinTap and complete Assessment	6/6/22	Tuesday, June 07, 2022
	Module 1	6/6/22	Thursday, June 09, 2022
	Module 2	6/6/22	Thursday, June 09, 2022
	Module 3	6/6/22	Saturday, June 11, 2022
	Capstone 1-3	6/6/22	Saturday, June 11, 2022
PPT	Module 1	6/6/22	Tuesday, June 14, 2022
	Module 2	6/6/22	Tuesday, June 14, 2022
	PPT Capstone	6/6/22	Thursday, June 16, 2022
Excel	Module 1	6/6/22	Tuesday, June 21, 2022
	Module 2	6/6/22	Tuesday, June 21, 2022
	Module 3	6/6/22	Thursday, June 23, 2022
	Module 4	6/6/22	Thursday, June 23, 2022
	Midterm Capstone 1-4	6/6/22	Tuesday, June 28, 2022
	Module 5	6/6/22	Thursday, June 30, 2022
	Module 6	6/6/22	Thursday, June 30, 2022
	Module 7	6/6/22	Tuesday, July 05, 2022
	Capstone 4-7	6/6/22	Thursday, July 07, 2022
	Amnesty	6/6/22	Thursday, July 07, 2022
	Final	6/6/22	Friday, July 08, 2022

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

Norris Vincent 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 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.

Syllabus Changes

The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/orvia a discussion board announcement. It is the student's responsibility to look for such communications about the course on a daily basis.