

Collin College

Business and Computer Systems

COURSE INFORMATION

Course Number: BCIS 1305.P05 **CRN** 25655

Course Title: Business Computer Applications

Course Description: This course is an introductory course in business information systems and business computer applications. Information system concepts are taught within the context of addressing business and organizational needs. This course emphasizes the role that information systems play in an organization and the key principles a manager needs to be successful. This course offers an overview of the entire information systems discipline while giving students a solid foundation for further study in advanced information system courses. Lab exercises and assignments provide the student with hands-on experience using business computer applications including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. Lab required.

Course Credit Hours: 3 **Lecture Hours:** 3 **Lab Hours:** 0

Student Learning Outcomes:

After successful completion of this course, the student should be able to:

1. Distinguish between data and information, describe the characteristics used to evaluate the quality of data, and discuss how organizations use information systems to gain a competitive advantage, enhance the value chain, and manage the supply chain.
2. Describe the relational database model including the similarities and differences with other database models, and produce a database that includes forms, reports, and multiple-table queries meeting exact specifications.
3. Define telecommunications and networking, and describe the components of a telecommunications system, network topologies and technologies, and communications protocols.
4. Describe the three e-commerce business models, and identify the key components of technology infrastructure that must be in place for e-commerce to work
5. Identify the basic activities and business objectives associated with each of the following business information systems: transaction processing systems, management information systems, decision support systems, knowledge management systems, artificial intelligence systems, expert systems, and virtual reality systems.

6. Using the key features, advantages, and disadvantages of each, distinguish between the following techniques for system development: the system development life cycle, rapid application development, and prototyping.
7. Explain the types and effects of computer crime, identify specific measures used to prevent computer crime, and outline criteria for the ethical use of information systems.
8. Demonstrate the use of word processing, database, spreadsheet, and presentation graphics software.

Withdrawal Policy: See the current **Collin Registration Guide** for the last day to withdraw.

Collin College Academic Policies: See the current **Collin Student Handbook**.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

Instructor's Information:

Instructor's name: W. Sue Furnas

Office Number: H119C Preston Ridge Campus

Office Hours: Tuesday: 09:30 am – 11:30 am (PRC in H119C)
Thursday: 10:30 am – 11:30 am (PRC in H119C)

Online Office Hours:

Wednesday 10:00 am – 12:00 pm

Thursday 5:00 pm – 6:00 pm

Phone Number: 469-365-1802(office), BCS Office: 972-377-1731

Email: sfurnas@collin.edu (e-mail is best method of contact)

Class Information:

Section Number: P05

Meeting Times: 11:30 am – 12:45 am

Meeting Location: H249 on Tuesday/H122 on Thursday

Minimum Technology Requirement:

- Computer capable of running Windows XP or higher or other comparable modern Operating System that is compatible with Blackboard Learn 9.x.
- Speakers or headphones for listening to digital audio or video recordings
- Stable Internet connection required. High-speed connection is recommended.
- Internet Browser that is compatible with Blackboard Learn 9.x. More information available on browser setup available through Blackboard Help.
- Browser Plug-ins or add-ons for Adobe Acrobat, Flash, and Java.
- Access to computer system and browser permissions to disable all pop-up blockers.
- Working Collin College e-mail account (Cougarmail)

Technical Support: Technical support for Blackboard is available 24 hours a day, 7 days a week, 365 days a year. You may contact Collin student technical support at 972-377-1777 (toll-free) or use the Blackboard Online Support Center.

Minimum Student Skills:

- Use web browser to locate specific URL
- Use search engine to locate web resources
- Use computer or web-based e-mail program to receive and send e-mail
- Download or upload a file.
- Zip and unzip a file.
- Use Blackboard

Netiquette Expectations: In addition to the rules and policies necessary to create a framework of academic integrity and excellence, there are also recommended guidelines of behavior that cultivate an environment of academic dialogue and goodwill. In addition to the material in the *Collin Student Handbook* regarding academic ethics, I also request that you read Section 6.1 in the handbook titled Academic Etiquette and the College Experience. I will expect you to be mindful of these guidelines during the semester.

- Online communication in this course is expected to be courteous and professional.
- Please do not use ALL CAPS (this indicates yelling), all lower case (difficult to read), or texting abbreviations when posting or e-mailing.
- No flames or personal attacks will be tolerated in either discussion or mail messages. Instigating or participating in disruptive behavior in the course will be reported to the Dean of Students. If you have a problem with a fellow student's posts or e-mails, please contact your instructor.

Course Resources/Textbooks:

- **Required:**

If purchased on campus

1. BCIS 1305 Bundle (ISBN: 1133262317). The bundle includes the following:
Fundamentals of Information Systems 6E – Ralph Stair
New Perspectives Microsoft Office 2010 Brief – Shaffer
Microsoft Office 2010 180-Day Trial

If purchased off campus

1. Fundamentals of Information Systems, 6th edition (ISBN 13:978-0-8400-6218-5)
2. New Perspectives Microsoft Office 2010 Brief (ISBN 13:978-0-538-74308-5)
3. Microsoft Office 2010 (Word, Powerpoint, Excel and Access). If you use Office 2007, it will work for most of the assignments, but you may lose points for any new features required in the required application labs.

Purchase your textbooks as soon as possible so you will not get behind in the course. You will need all of the textbooks to complete the assignments. I do not accept assignments after the deadline even if it due to not having a book. If you do not have a book there should be copies on reserve at the campus library.

Supplies/Software:

- **Required:** Microsoft Office 2010 (MS Word, MS Access, MS PowerPoint, MS Excel). This class is PC based, if you are using a Mac, Office 2008 & 2011 will work for most labs EXCEPT MS Access and you may be missing some features in the MS PowerPoint lab. The textbook is written for a PC so you could possibly encounter problems if you are working with a Mac. Once again this course is designed for using a PC. If you are using a Mac you are responsible for making arrangements to use a Windows based computer for the Access lab. In addition, if you do not have Microsoft Office 2010 you may use the computers at any of the Collin College's campuses.

Method of Evaluation:

Grade Weight	
Quizzes	25%
Lab Assignments	35%
Group Project	10%
Attendance	10%
Mid-Term and Final Exams	20%
Total	100%

Grade Scale	
90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% or less	F
Rounding used on total. If greater or equal to .5, rounded up, if less than .5 then rounded down.	

Course Requirements: This course will be presented as a traditional classroom lecture/lab format supplemented with Blackboard as the online content of the course. You will be required to complete the following.

- **Quizzes:** All quizzes have a scheduled due date. Quizzes are timed and once begun must be completed within that set time-limit (45 minutes). The system will not allow you to open the exam after the time-limit has expired. All quizzes must be completed online in Blackboard. **No makeup quizzes will be given.**

- **Inclass Extra Credit:** To enhance the understanding of the material covered in the **Fundamental of Information System** textbook. I will offer the students the ability to earn extra credit to raise their quiz grade. This is strictly voluntary it is not a required assignment. Quick quizzes will be given out in class – you must be in class to participate in the extra credit. The quick quiz will be handed out on Tuesdays and will be returned on Thursday to help the student review and prepare for the chapter quiz in Blackboard. The quick quiz grade will be averaged (based on the number of quick quizzes handed out in class) at the end of the semester and points will be added to the quiz average in Blackboard using the following scale:

Total of 10 points possible: 90-100 – 10 points, 80-89 – 8 points, 70-79 – 6 points, 60-69- 4 points, 50-59 – 2 points.

- **Lab Assignments:** All lab assignments have a scheduled due date. Assignments must be uploaded to Blackboard. Once the assignment is closed, submission will not be accepted.
- **Group Project:** Groups will create a professional powerpoint presentation covering an assigned topic.

- **Exams:** There are three exams; Midterm (Chapters 1-4), Final Exam (Chapter 5-9) and a Comprehensive Lab Exam (Word, Excel, PowerPoint, Access). **No makeup exams will be given.** All three exams will be averaged together which will count as 20% of your grade.

Instructor Feedback and Response Times: Blackboard will be used as our virtual classroom and all assignments, activities and exams are completed and submitted online.

- Assignment feedback and grades are posted in Blackboard. Activity and assignment feedback and grades will normally be available within 1 – 2 days of submission.
- Exams that are setup for automatic grading will be graded on submission.
- E-mail or mail message response should be within 24 hours during the week (Monday-Friday) during the semesters. Longer response time may occur over the weekends.
- You **must** use the Mail function inside the Blackboard course site to correspond with me for course-related matters. If a problem with blackboard prevents you from using Blackboard or the Blackboard Mail function, the email address shown with my contact information can be used. If I should need to contact you under similar conditions, I will use your Cougar Mail address provided by the college.

Attendance Policy:

Classroom attendance is among the highest predictors of your success in any class. Your attendance and promptness at EVERY class is important and expected. Attendance will count as 10% of your grade. Much of what is done in class is meant to supplement the reading assignments; class discussions and exercises are an important part of the learning experience and without them some of the course objectives cannot be attained.

You are required to complete the course requirements and turn them in on time whether you attend class or not. A tardy or absent student will not be allowed to make up any work missed in class unless they have prior approval from the instructor.

1. Roll will be taken.
2. If absent, the student is responsible for:
 - a. All work/assignments missed
 - b. Finding out any changes to the schedule made during their absence.

In the workplace, employers expect and rely upon regular work hours. Similarly, unless students are enrolled in non-traditional courses not requiring regular classroom attendance, instructors expect regular attendance and timeliness to be crucial components of positive outcomes. Moreover, students may suffer serious penalties for excessive absenteeism and tardiness.

Withdrawal Policy:

Students are advised to withdraw from the course if they have not completed the required work by the "Last Day to Withdraw." Students who do not complete all of the required work by the end of the course will receive a letter grade based on the work completed. Note that the professor cannot withdraw you from class. You must complete a drop form with Admissions and Records to formally withdraw. **The last day to withdraw for Spring 2013 is March 22, 2013. All students officially enrolled after March 22nd will receive a letter grade based on the grading scale above.**

ACADEMIC ETHICS:

If I suspect that a student has violated any of the ethical policies regarding coursework, as described in the section titled Course Requirements earlier in this Syllabus, your name will be turned over to the office of the Dean of Students for adjudication. In addition to any disciplinary actions you might face from the Dean of Students (see **Section 75.1 Authorized Disciplinary Penalties** in the *Collin Student Handbook* for a list), I will assess my own penalties for confirmed violations. These penalties may range from a score of 0 on the assignment to a summary grade of F in the course.

Every member of the Collin College community is expected to maintain the highest standards of academic integrity. Collin College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission of one's own work material that is not one's own.

Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, use of information about exams posted on the Internet or electronic medium, and/or falsifying academic records. While specific examples are listed below, this is not an exhaustive list and scholastic dishonesty may encompass other conduct, including any conduct through electronic or computerized means:

Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

Cheating is the willful giving or receiving of information in an unauthorized manner during an examination; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own; or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate during an examination or any other course assignment; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

In cases where an incident report has been filed for alleged violation of scholastic dishonesty, faculty are required to delay posting a grade for the academic work in question until the Dean of Student's Office renders an administrative decision of the case. Students found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty from the Dean of Student's Office. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The professor will determine the appropriate academic penalty.

See the current *Collin Student Handbook* for additional information.

ALL WORK MUST BE YOUR OWN. The assignments must not be completed as a group project. Each student is responsible for doing their own work. You must not work with or obtain assistance from any other student, past or present – whether a friend, a spouse, a sibling, or a stranger – regarding assignments for this course. Whether through sharing, splitting up the work or through any other means of communication. Doing so will be grounds for a significant penalty as described below. If you are sharing computers you need to secure your work so the other person cannot access your files. Each student must submit their own work – do not share your login information with anyone else.

If scholastic dishonesty is detected on any of the lab assignments, quizzes or projects all parties involved will be denied points for that lab and the student(s) will only receive half of their earned lab points for all of the lab assignments. The incident will be reported to the Dean of Students for any further action as may be deemed appropriate.

You are responsible for knowing, understanding, and adhering to the policies regarding academic ethics and scholastic dishonesty described in the above passages from your Student Handbook.

Tentative Course Calendar: May be subject to change! See Blackboard virtual classroom for most current schedule.

Week 1	Orientation
Week 2	Chapter 1 Quiz Chapter 1 Word Tutorial 1 Lab Assignment
Week 3	Chapter 2 Quiz Chapter 2 Word Tutorial 2 Lab Assignment
Week 4	Chapter 3 Quiz Chapter 3 Word Assignment for Final
Week 5	Chapter 4 Quiz Chapter 4 Access Tutorial 1 Lab Assignment
Week 6	Midterm Exam (Chapters 1-4) Access Tutorial 2 Lab Assignment
Week 7	Chapter 5 Quiz Chapter 5 Access Assignment for Final
Week 8	Chapter 6 Quiz Chapter 6 Excel Tutorial 1 Lab Assignment
Week 9	Chapter 7 Quiz Chapter 7 Excel Tutorial 2 Lab Assignment

Week 10	Chapter 8 Quiz Chapter 8 Excel Tutorial 3 Lab Assignment
Week 11	Chapter 9 Quiz Chapter 9 Excel Tutorial 4 Lab Assignment
Week 12	SAP - Essentials of Business Processes & Information Systems Group Project Excel Assignment for Final
Week 13	SAP – Essentials of Business Processes & Information Systems Group Project PowerPoint Tutorial 1 Lab Assignment
Week 14	Group Project Presentations PowerPoint Tutorial 2 Lab Assignment
Week 15	Group Project Presentations PowerPoint Assignment for Final
Week 16	Final Exam (Chapters 5-9)