

# BCIS 1305 Business Computer Applications

## CLASS SYLLABUS



Instructor Contact Information	
<b>Instructor:</b> Bruce Caraway	<b>Office Location:</b> N/A
<b>Email:</b> <a href="mailto:bruce.caraway@lonestar.edu">bruce.caraway@lonestar.edu</a>	<b>Student Hours:</b> Contact me via Slack...
<b>Phone:</b> 832-465-6061	<b>Website:</b> <a href="http://carawayclass.com">carawayclass.com</a>

Welcome to BCIS 1305	
<b>Course Title:</b> BCIS 1305	<b>Classroom Location:</b> Online
<b>Course Subject:</b> Business Computer Applications	<b>Semester and Year:</b> Summer I 2020
<b>Course Section(s):</b> 6001/2	<b>Class Days &amp; Times:</b> ONLINE
<b>Course Dates:</b> June 1 - July 7, 2020	

Course Overview	
<b>Credit Hours:</b> 3.0	<b>Lecture Hours:</b> 2.0
<b>Credit Hours:</b> 3.0	<b>Lab Hours:</b> 3.0
<b>Prerequisite:</b> None	<b>Total Contact Hours:</b> 80

## Syllabus Fast Facts

- Our [slack.com](https://slack.com) class team site is the best way to reach your instructor. Be sure to register for access as soon as you receive the invitation email from me.
- At a minimum, check SIMnet and Slack *weekly* for our Learning Activities and Assignments.
- For Slack communications received between *Monday and Friday noon*, I will reply by 5pm, the following day.
- For Slack communications received between *Friday noon and Sunday or on holidays*, I will reply by 5pm, the following Monday.
- Call OTS ([832-813-6600](tel:832-813-6600)) for technical issues with your student email, MyLonestar, and all other LSC properties.
- Call the McGraw-Hill support line ([800-331-5094](tel:800-331-5094)) for issues with **SIMnet**. Be sure to get a case number when you contact them.

**SIMnet** is the on-line service that you will use to complete a majority of the assignments of our class. You will need to purchase a SIMnet access code for our course.

- Work is to be submitted by the Due Date. **Late work may be declined or subject to penalty.**
  - Technical issues with your personal computer or Internet access do not exempt you from turning your assignments in on-time.
  - *Even though most of our class assignments can be completed on a Mac, **there are some assignments that require the Windows (PC) version of Office 365/2020.*** Specifically, the MS Access SIMnet project assignments require you to use a Windows computer as MS Access is only available for Windows, not the Mac. If you use a Mac as your primary computer, you will need to find a Windows computer to complete the MS Access assignments or you may use the general-use PCs at any LSC campus.
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## Catalog Description

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet. (BCIS 1305 is included in the Business Field of Study.)

## Student Learning Outcomes

Generally, students completing this course will be able to:

1. Describe the fundamentals of information technology concepts – hardware, software, security, and privacy.
2. Demonstrate proper file management techniques to manipulate electronic files and folders in local, network, and online environments.
3. Create business documents with word processing software using spelling and grammar check, format and layout, tables, citations, graphics, and mail merge.
4. Create business documents and analyze data with spreadsheet software using (1) tables, sorting, filtering, charts and graphics, pivot tables, macros; (2) statistical, financial, logical and look-up functions and formulas; and (3) add-ins.
5. Create business multimedia presentations with presentation software using templates, lists, groups, themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views.
6. Create databases and manage data with database software using tables, fields, relationships, indexes, keys, views, queries, forms, reports, and import/export functions.
7. Integrate business software applications.
8. Use web-based technologies to conduct ethical business research.
9. Use “goal seeking” and “what-if analysis” to solve problems and make adjustments/recommendations in a business environment.

In our efforts to prepare students for a changing world, students may be expected to utilize computer technology while enrolled in classes, certificate, and/or degree programs within LSCS. The specific requirements are listed below:

- Access to a personal computer with a current, updated operating system.
- Chrome or Firefox web browser must be installed to complete course assignments.
- Microsoft Office 2019 must be installed to complete course assignments. (As an LSC student you [get Office for free](#)).

## Getting Ready

### Required Material:

To complete the course assignments you will need to purchase an access code for the McGraw-Hill SIMnet environment.

*You may purchase your access code from the campus bookstore or from within the SIMnet app. I recommend that if you haven't already purchased your access code to wait until after the first week of class to buy. The publisher provides two weeks of "free" access to start our semester.*

ISBN: **978-1-264-02216-8**

**Title:** Office 365/2020 SimNet - Simnet online for Microsoft Office 365/2020, 1st ed

**Author:** Triad Interactive

### Important - You will need access to a Windows (PC) to complete the MS Access assignments.

Even though most of our class assignments can be completed on a Mac, there are some assignments that require the Windows (PC) version of Microsoft Office. Specifically, the MS Access SIMnet project assignments require you to use a Windows computer as MS Access is only available for Windows, and is not available on the Mac. If you use a Mac as your primary computer, you will need to find a Windows computer to complete the MS Access assignments.

**Optional Material:** None

## Assignments

Assignments are due according to the schedule posted in SIMnet. Students are responsible for meeting assignment due dates.

## Instructor Guidelines and Policies

# Communication

We will use [Slack.com](https://slack.com) for most student-to-professor and student-to-student communication. Slack is an on-line communication tool that allows team members or students in a class to stay in contact with each other.

With Slack, you can hold a direct conversation with your instructor, share an idea with one of your classmates, or enter into a discussion with a group of your classmates.

I will email you an invitation to our Slack class site, during the first week of class. This will include everything you will need to know in order to join and participate in our Slack class.

## Emailing Your Instructor

Slack is always your best choice in communicating with me, but there may be instances where you need to email me, e.g., you are unable to login to Slack. In these instances, be sure to include your name, course name, and course number in the email. If you do not fully identify yourself and the course, I will likely not reply. Keep the body of your message brief and to-the-point. Here is an example of a good email:

*Professor Caraway:*

*I am Angela Ford from your BCIS 1305 (Business Computer Apps) class. I am having difficulty accessing our Slack class site. Can you please help me?*

*Angela Ford*

## Attendance

We do not formally meet during the week so no attendance is taken. I do reserve the right to assign tasks that may require your participation in on-line Slack discussion channels. It is your responsibility to keep up with the material and to check in for updates, assignment due dates, and potential schedule changes.

Should you anticipate that you will not be able to log on and participate in class for an extended period (72 hours), please notify me in advance. Not logging in to the on-line class at a regular interval will significantly impact your chance for success. **I will withdraw a student if they are not active in the course and do not respond to my Slack or email correspondence during a 7 day period.**

## Office Visits

With campuses closed for the ongoing pandemic, I am happy to set up a “virtual” meeting using WebEx or a phone call - just contact me via Slack to schedule a session.

## Late Work

Work is to be submitted by the Due Date. **Late work may be declined or subject to penalty.**

## Class Participation

The college classroom is a place for adult men and women to meet with a common purpose of improving their intellectual and academic skills. This applies to both face-to-face and on-line classes. When engaging your instructor and fellow students, you will be expected to treat everyone with respect and in a professional manner. The use of profanity, derogatory terms, and threats in any class-related forum will not be tolerated. If a student violates this rule, they will be asked to leave the classroom (in a face-to-face section) or their access to the class will be blocked (in an on-line section).

The violating student will not be allowed to return to class or regain access until he or she arranges a conference with the instructor. It is the student's responsibility to arrange for this conference.

## Civility Statement

Members of the Lone Star College, which includes faculty, staff, and students, are expected to act honestly and responsibly in all aspects of campus life. Lone Star College holds all members accountable for their actions and words. Therefore, all members should commit themselves to behave in a manner that recognizes personal respect, and demonstrates concern for personal dignity, rights, and freedom of every member of the College community, including respect for the College property and the physical and intellectual property of others.

## Non-attendance at Start of Semester

You must **log into our class** and **post to the #introductions Slack channel by to the Official Day of Record (ODR)**. Otherwise, you will be administratively withdrawn from the class, no exceptions. For Summer I 2020, ODR is:

- June 4, 2020

Please make every effort to login and post to the Slack #introductions channel ASAP - don't delay.

# Withdrawal Policy

Withdrawal from the course after the official day of record and prior to “W” Day, June 23, 2020 will result in a final grade of “W” on your transcript. Instructor approval is necessary if you want to withdraw after official day. No credit will be awarded for a course earning a “W.” If you stop attending class, you must withdraw at the registration office prior to “W” day.

*If you stop attending class and do not officially withdraw, you **will receive an “F”** for the course.*

## Incompletes

An ‘I’ or Incomplete will be considered only in extreme cases of illness or emergency. An Incomplete will only be considered for those students who have completed at least 75% of the course material and have a passing average (70 or better) for those assignments that they have completed. Granting an Incomplete is fully at the discretion of your instructor.

A student who receives an “I” does not re-register for the course and must complete the course no later than the set due date not to exceed the end of the following fall or spring semester. The instructor must submit a signed “I” contract to the appropriate division; students will receive a copy of the contract following approval by the Dean or designee.

## Six Drop Rule

Students who enrolled in Texas public institutions of higher education as first-time college students during the Fall 2007 term or later are subject to section 51.907 of the Texas Education Code, which states that an institution of higher education may not permit a student to drop (withdraw with a grade of “W”) from more than six courses, including courses that a transfer student has previously dropped at other Texas public institutions of higher education that have already been counted against their six drop limit. Each student should fully understand this drop limit before you drop any course. Please see a Counselor or Advisor in our Student Services area for additional information and assistance. *This policy does not affect developmental or ESOL students.*

## Conflict Resolution

If you have an issue with any aspect of the class (grading, policies, instructor behavior, etc.), please discuss the issue with your instructor outside of class time. If you cannot resolve the issue with your instructor, you may contact the department chair to further discuss the matter.

## Department/Division Contact:

- Department Chair, BUSI, C.I.T., ENGR, ELTE, MCHN, PTRT: Gary Tucker | [gary.d.tucker@lonestar.edu](mailto:gary.d.tucker@lonestar.edu) | 281-290-2957 | Office: UP13.868
- Dean of Instruction, Business, Applied Sciences, Computing, and Engineering Technologies: Dr. Steven Kahla | [steven.c.kahla@lonestar.edu](mailto:steven.c.kahla@lonestar.edu) | 281-655-3788

## Grade Determination

Your grade will be determined by the following:

Grade Type	Points	Percent of Final Avg
Quizzes	30	3
SIMBook Readings	190	19
SIMnet Projects	450	45
Web Technology Lab	50	5
Capstone Projects	160	16
Integrated Project	60	6
Final Exam	60	6
<b>TOTAL POINTS</b>	<b>1000</b>	<b>100</b>

Our grade book is based on a 1000 point scale. Your final letter grade will be based on the number of points you earn for the semester. The number of points required for each letter grade are as follows:

Points Earned	Letter Grade
900-1000	A
800-899	B
700-799	C
600-699	D
0-599	F

## Tentative Course Outline

Week	Topics	Assignments
1	Class Introduction SIMnet Registration Slack.com Registration Concepts: Hardware & Input/Output Concepts: File Management Microsoft Word	Slack.com introduction post Hardware & Input/Output Quiz Windows, Office, and File Management (SIMBook reading) Word Ch. 1 (SIMBook readings and SIMnet projects) Word Ch. 2 (SIMBook readings and SIMnet projects) Word Ch. 3 (SIMBook reading and SIMnet project)
2	Concepts: Software Microsoft Word Microsoft Excel	Software Quiz Word Ch. 4 (SimBook reading and SIMnet project) Word Ch. 5 (SimBook reading and SIMnet project) Word Capstone project Excel Ch. 1 (SIMBook reading and SIMnet project) Excel Ch. 2 (SimBook reading and SIMnet project)
3	Microsoft Excel Concepts: Security & Privacy	Excel Ch. 3 (SIMBook reading and SIMnet project) Excel Ch. 4 (SimBook reading and SIMnet project) Excel Ch. 8 (SIMBook reading and SIMnet project) Excel Ch. 9 (SimBook reading and SIMnet project) Excel Capstone Project Security & Privacy Quiz
4	Microsoft Access	Access Ch. 1 (SIMBook reading and SIMnet project) Access Ch. 2 (SimBook reading and SIMnet project) Access Ch. 3 (SIMBook reading and SIMnet project) Access Ch. 4 (SimBook reading and SIMnet project) Access Capstone Project
5	Microsoft PowerPoint FINALS	PowerPoint Ch. 1 (SIMBook reading and SIMnet project) PowerPoint Ch. 2 (SimBook reading and SIMnet project) PowerPoint Ch. 3 (SimBook reading and SIMnet project) PowerPoint Capstone Project Integrated Project Final Exam



# Lone Star College-University Park Learning Center is committed to your success!

## GradUP

The LSC-University Park community is here to support you and we encourage you to graduate! Many of you come to a community college because it provides an open door and it makes sense financially. What you may not realize is what attaining an associate's or workforce degree can do for you. Below are just some of the reasons why a degree is a positive move for your life and career:

1. You'll be eligible for more jobs.
1. You could have higher earning potential.
1. You can finish in two years or less.
1. You have options for career paths.
1. You can discover what you want from your academic program and career.
1. You can apply for additional scholarships.
1. Many of the colleges in Texas have articulation agreements with community colleges that allow you to receive full credit for the courses you have completed.
1. Your transfer acceptance is higher with an associate's degree.



**You commit. We commit. You graduate.**

If you have any questions or need guidance with your academic plan and graduation, please ask for assistance. There are resources, advisors, and additional materials available to you. Because your academic success is important, Lone Star College fosters and commits to a set of cultural beliefs.

## Your success is our primary goal!

If you are experiencing challenges achieving your academic goals, please contact your instructor or an advisor. We can provide assistance with academic needs, ADA accommodations, classroom difficulties, financial concerns, and other issues.

## Academic Coaching (formerly Tutoring)

Academic coaching is available through the Student Learning Resource Center (SLRC). Please visit [UP Tutoring Center](#) for information on hours and location.

# Advising

The Advising process is an integral part of your academic success. Academic advisors are available to assist you with a variety of academic services including admissions, testing, advising, registration, referral of campus and community resources, add/drop/withdrawal process, transfer planning and graduation processes. Please visit [Advising](#) for information on hours and location.

**Academic Calendar:** [www.lonestar.edu/academic-calendar](http://www.lonestar.edu/academic-calendar)

**Final Exam Schedule:** [www.lonestar.edu/examschedule.htm](http://www.lonestar.edu/examschedule.htm)

## Important Registration Dates - Summer 2020

Mar. 2 Registration begins  
May 1 Payment due (May mini-mester)  
May 11 May mini-mester begins  
May 22 Payment due (Summer 2020)  
May 31 3-week mini-mester ends  
June 1 Summer I classes begin  
June 7 4-week mini-mester ends  
July 7 Summer I classes end  
July 9 Summer II classes begin  
Aug. 16 Summer II classes end

## Counseling Services

Counseling services are available to students who are experiencing difficulty with academic issues, selection of college major, career planning, or personal issues. Please visit [www.lonestar.edu/counseling-services.htm](http://www.lonestar.edu/counseling-services.htm) for information on hours and location.

## The Assistive Technology Lab

The Assistive Technology Lab is available for students who benefit from its various technologies to convert text to speech, magnify items, convert text to Braille, etc. For further information, please visit [www.lonestar.edu/UP-AssistiveTech.htm](http://www.lonestar.edu/UP-AssistiveTech.htm) for information on hours and location.

## Library (Student Learning Resource Center)

The Lone Star College-University Park Student Learning Resource Center (SLRC) is located in Building 12, 8th floor and contains information resources for both college students and community members. Librarians are available to assist with research. To contact a reference librarian email [uplibrary-ref@lonestar.edu](mailto:uplibrary-ref@lonestar.edu). For SLRC hours and contact information, please visit [www.lonestar.edu/UP-Library.htm](http://www.lonestar.edu/UP-Library.htm).

## **Disability Services**

If you are an individual with a disability and need classroom accommodations, please contact the Disability Services Office. Additional information may be accessed online at the [Disability Services web page](#).

## **Assessment Center**

The Lone Star College-University Park Assessment Center is located in Building 13, Room 240. See link for all testing center hours: [www.lonestar.edu/testing-centers.htm](http://www.lonestar.edu/testing-centers.htm).

## **Lone Star College-University Park Campus and System Policies**

Please see this link for details: <http://www.lonestar.edu/UP-Syllabus-Policies>.