

# SYLLABUS: BCIS 1305 - Business Computer Applications

## Instructor Contact Information

**Name:** Bruce Caraway

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**Office:** UP NRB Bldg, Room 209P

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**Website:** [carawayclass.com](http://carawayclass.com)

## Course Info

**Course Number:** BCIS 1305

**Course Title:** Business Computer Applications

**Term and Year:** Spring 2018

**Course Dates:** January 16 - May 11, 2018

**Course Section(s):** 6001/2 | 6003/4 | 6005/6

**Class Days & Times:** ONLINE

**Credit Hours:** 3 (Lecture hrs: 2 | Lab hrs: 3)

**Total Contact Hours** 80

Campus Map: [Lone Star College - University Park](#)

## Office Hours:

Tuesday 10 - 11:30am

Wednesday 1-2:30pm

Thursday 10 - 11:30am

...or by appointment

# Course Description

In this course, students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

## 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.
- Check the slack site for our weekly Learning Activities and Assignments.
- For emails received between *Monday and Friday noon*, I will reply by 5pm, the following day.
- For emails 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 or D2L.
- 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.

- 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.
- Please use my office hours (see location and hours above) should you need to meet with me about a question or any issue that we need to discuss in person.
- *Even though most of our class assignments can be completed on a Mac, **there may be specific SIMnet assignments that require the Windows (PC) version of Office 2016.*** If you do not have Office 2016 (for Windows) at home, you may need to use the general-use PCs at any LSC campus.

## Student Learning Outcomes

Generally, students completing this course will be to:

1. Describe the fundamentals of Information Technology (IT) infrastructure components: hardware, software, and data communications systems.
2. Explain the guiding principles of professional behavior in computing.
3. Demonstrate proper file management techniques to manipulate electronic files and folders in a local and networked environment.

4. Use business productivity software to manipulate data and find solutions to business problems.
5. Explain the concepts and terminology used in the operation of application systems in a business environment.
6. Identify emerging technologies for use in business applications.
7. Complete projects that integrate business software applications.

## Prerequisites

None.

## Required Materials

To be successful in this class, the student must:

- Have access to a Windows PC with Microsoft Office 2016 installed  
OR  
access to a Mac with Microsoft 2016 installed. (As an LSC student you [get Office for free](#)).
- Register for access to the McGraw-Hill SIMnet environment. The ISBN that we will be using is:

*MS Office 2016 In Practice: Complete (SIMNET 2017)*

*Author: Nordell*

*Access Code*

**Note** 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.

## Instructor Guidelines and Policies

### Communication

We will use [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 your best choice in communicating with me, but there may be instances where you wish to email me. If you choose to use email, be sure to include your name, course name, and course number in the email. 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, and I have a question about this week's assignment. I thought that we needed to complete both sections, am I correct? Can you please help me?*

*Angela Ford*

## Office Visits

Please feel free to drop by my office for help during my office hours (listed at the top of this document) but it is best to let me know you are coming as I may have meetings or other appointments already scheduled. I am also available by appointment if you cannot visit during office hours. Contact me via Slack or email to coordinate a convenient time for both of us.

## 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 or chat session. It is your responsibility to keep up with the material and check the class D2L page regularly 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.**

# 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.

# Assignments

Assignments are due according to the schedule posted in slack.com (and D2L). Students are responsible for meeting assignment due dates.

# Grade Determination

Evaluation will be based on the following grade components:

Grade Type	Points
Quizzes (10%)	100
SIMBook Readings (10%)	100
SIMnet Projects (30%)	300
Labs (16%)	160
Capstone Projects (20%)	200
Integrated Project (7%)	70
Final Exam (7%)	70
<b>TOTAL POINTS</b>	<b>1000</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	Slack.com introduction post Syllabus quiz Hardware quiz
2	Concepts: Software Concepts: The Internet Concepts: File Management Skills: Screencasting	Software quiz File Management lab File Management quiz Screencasting lab
3	Skills: Word Ch. 1 Skills: Word Ch. 2	MS Office Ch. 1 (SIMBook reading) Word Ch. 1 (SIMBook reading and SIMnet project) Word Ch. 2 (SimBook reading and SIMnet project)
4	Skills: Word Ch. 3 Skills: Word Ch. 4	Word Ch. 3 (SimBook reading and SIMnet project) Word Ch. 4 (SimBook reading and SIMnet project) Word Processors quiz Word Capstone project
5	Concepts: LinkedIn.com Skills: PowerPoint Ch. 1	LinkedIn Profile lab PowerPoint Ch. 1 (SimBook reading and SIMnet project)
6	Skills: PowerPoint Ch. 2 Skills: PowerPoint Ch. 3	PowerPoint Ch. 2 (SimBook reading and SIMnet project) PowerPoint Ch. 3 (SimBook reading and SIMnet project)

		Presentation Software quiz PowerPoint Capstone project
7	Concepts: Privacy, Ethics, & Security	Security lab Privacy, Ethics, and Security Quiz
8	Skills: Excel Ch. 1 Skills: Excel Ch. 2	Excel Ch. 1 (SimBook reading and SIMnet project) Excel Ch. 2 (SimBook reading and SIMnet project)
9	Skills: Excel Ch. 3 Skills: Excel Ch. 4	Excel Ch. 3 (SimBook reading and SIMnet project) Excel Ch. 4 (SimBook reading and SIMnet project) Spreadsheets quiz
10	Skills: Maintaining your LinkedIn profile	Excel Capstone project LinkedIn Follow-up lab
11	Emerging Technology	Input/Output lab Emerging Tech lab Emerging Tech quiz
12	Skills: Programming	Programming lab
13	Skills: Databases	Databases Quiz Databases capstone
14		Integrated Project
15		Integrated Project
16	FINALS	Final Exam

## Department/Division Contact

If you have any issues in our classroom, the course content or with me, I would ask that you first address the issue directly with me. If you feel that the issue remains unresolved even after speaking with me, you may contact the following individuals to whom I report.

- Department Chair: Gary Tucker | [281-290-2957](tel:281-290-2957) | [gary.d.tucker@lonestar.edu](mailto:gary.d.tucker@lonestar.edu)
- Dean: Steven Kahla | [281-655-3788](tel:281-655-3788) | [steven.c.kahla@lonestar.edu](mailto:steven.c.kahla@lonestar.edu)

## Non Attendance at Start of Semester

If you have not attended class for Face-to-Face sections or if you have not logged into D2L for on-line sections by to the Official Day of Record, you will be administratively withdrawn from the class, no exceptions.

## Withdrawal Policy

Withdrawal from the course after the Official Day of Record and prior to “W” Day (Friday April 6th, 2018) will result in a final grade of “W” on your transcript. Instructor approval is necessary if you want to withdraw after the Official Day. No credit will be awarded for a course earning a “W.” If you stop participating in the on-line 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.

## Early Alert

Early Alert is a student success effort designed to help students reach their full educational potential and successfully complete their classes. By requesting Early Alert for a student, a faculty member sends a message to the advising/counseling team, who will then contact the student and schedule a meeting to discuss support options. Students may be referred to Early Alert for many reasons, including poor academic performance, lack of basic study skills, attendance, persistent tardiness, and personal or financial issues that interfere with class performance.

## 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.*

**Lone Star College-University Park Learning Center is committed to your success.**



## **Your success is our primary concern!**

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.

**Tutoring:** For all disciplines, please visit the [UP Tutoring Center](#) for information on hours and location. The tutoring lab, reading/writing lab, and math lab can be found within the [Student Learning Resource Center](#) in Building 12 on the 8th floor.

## **Counseling Services**

Counseling services are available to students who are experiencing difficulty with academic issues, selection of college major, career planning, disability accommodations, or personal issues. Students may contact Counseling, Career, and Disability Services at [281-401-5370](tel:281-401-5370), or in Building 13, Room 200.

## **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 call [281-290-2672](tel:281-290-2672) or email [UPAssistiveTech@LoneStar.edu](mailto:UPAssistiveTech@LoneStar.edu).

## **Student Learning Resource Center (SLRC)**

The Lone Star College-University Park SLRC is located in Building 12, on the 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 Library hours and contact information, please visit <http://www.lonestar.edu/library>.

## **Assessment Center**

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

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

## **Academic Integrity**

The Lone Star College System upholds the core values of learning: honesty, respect, fairness, and accountability. The system promotes the importance of personal and academic honesty. The system embraces the belief that all learners – students, faculty, staff and administrators – will act with integrity and honesty and must produce their own work and give appropriate credit to the work of others. Fabrication of sources, cheating, or unauthorized collaboration is not permitted on any work submitted within the system.

The consequences for academic dishonesty are determined by the professor, or the professor and academic dean, or the professor and chief student services officer and can include but are not limited to:

1. Having additional class requirements imposed,
2. Receiving a grade of zero or “F” for an exam or assignment,
3. Receiving a grade of “F” for the course,
4. Being withdrawn from the course or program,
5. Being expelled from the college system.

## **Student Behavior Expectations**

Students are expected to conduct themselves appropriately while on College property or in an on-line environment. Students may receive disciplinary action up to and including suspension, if they violate System or College rules, disrupt classes, or interfere with the opportunity of others to obtain an education. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom, campus environment, and/or on-line environment, as well as face subsequent criminal charges, as appropriate.

**Please refer to the Student Code of Conduct located on-line at <http://www.lonestar.edu/student-responsibilities.htm> for additional information.**

*Sleeping (or laying your head on your desk) is not allowed in the classroom. On the first occurrence, you will be asked to refrain from sleeping. On a second occurrence, you will be asked to leave the room.*

Lone Star College - University Park is a smoking-free campus. *The use of e-cigarettes, electronic cigarettes, vapor cigarettes, pipes, vapes, etc. is strictly prohibited throughout campus.*

## **Lone Star College Assistive Facilities**

Lone Star College is very committed to equal access in educational opportunities and provides assistance through disability services. Each main campus has an assistive technology lab to assist students with disabilities. These centers offer a wide range of educational technology tools, such as screen readers, for example, to assist students with their educational needs. Information specific to your campus' Assistive Services is located on-line at <http://www.lonestar.edu/19287.htm>.

## Americans with Disabilities Act Statement

Lone Star College-University Park is dedicated to providing the least restrictive environment for all students. We promote equity in academic access through the implementation of reasonable accommodations as required by the Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA) which will enable students with disabilities to participate in and benefit from all post-secondary educational activities.

Disability Services is located on the LSC University Park campus in Building 13, Suite 200. You may contact Disability Services at the following number: **281-401-5370**. Additional information may be accessed on-line at the following URL: <http://www.lonestar.edu/disability-services.htm>.

## Campus Safety and Security

Lone Star College System is committed to maintaining the safety of the students, faculty, staff, and guests while visiting one of our campuses. See <http://www.lonestar.edu/campus-safety.htm> for details. Register at <http://www.lonestar.edu/LoneStarCollegeAlert.htm> to receive emergency notifications. In the event of an emergency, contact the police at 5911.

## Campus Carry

The Texas Legislature enacted campus carry by passing Senate Bill 11, effective at LSC on August 1, 2017. Senate Bill 11, known as the “Campus Carry” law, amends Texas law to allow license holders to carry concealed handguns on college campuses. To carry a concealed handgun on LSC campuses, an individual must have a valid License to Carry issued by the Texas Department of Public Safety.

LSC has established rules and regulations regarding enforcement of Campus Carry. Lone Star College prohibits concealed carry in some areas of LSC campuses. For more information about Campus Carry, visit the [LSC Campus Carry website](#).

## Computer Virus Protection

Computer viruses are, unfortunately, a fact of life. Using flash drives on more than one computer creates the possibility of infecting additional computers and flash drives with computer viruses. This exposes college computers, personal computers, and any other computers to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use and ensure that each flash drive you use, wherever you use it, has been scanned with anti-virus software.

## **Equal Opportunity Statement**

It is the policy of the Lone Star College System to provide equal employment, admission and educational opportunities without regard to race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability. Lone Star Colleges strive to provide an excellent learning environment free from harassment or intimidation directed at any person's race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability. Any form of harassment will not be tolerated.

## **FERPA**

The academic, financial, and non-directory information on your student account is confidential and protected by the Family Educational Rights & Privacy Act (FERPA). LSCS cannot release certain information to another person without your written authorization. The Authorization to Release Student Educational Records can be found at [http://www.lonestar.edu/departments/generalcounsel/OGC-S-2009-03-Authorization\\_To\\_Release\\_Educational\\_Records.pdf](http://www.lonestar.edu/departments/generalcounsel/OGC-S-2009-03-Authorization_To_Release_Educational_Records.pdf).

## **Internet and E-mail**

LSCS provides computing and network resources. You are encouraged to use the computers, software packages, and electronic mail (e-mail) for educational or System-related activities and to facilitate the efficient exchange of useful information. The equipment, software, and network capacities provided through the district computer services are the property of the System. Use of the equipment and networks is to comport with the policies and procedures of the System and access may be denied to any student who fails to comply with the System's policies and procedures regarding its use.

Access to the System's e-mail and similar electronic communications systems are a privilege and certain responsibilities accompany that privilege. All users are expected to demonstrate the same level of ethical and professional manner, as is required in face-to-face or written communications. Threatening, anonymous, or forged messages will be treated as a violation of this policy.

## **Software Piracy**

Law strictly prohibits unauthorized copying of software purchased by Lone Star College-University Park for use in laboratories. Lone Star College-University Park administration will take appropriate disciplinary action against anyone violating copyright laws.

## **Evaluation of Instruction**

Lone Star College-University Park is committed to student success. As part of its institutional effectiveness efforts, our instructors are assessed in several ways. For the continuous improvement of our instruction, all students are required to provide input for each course they take each semester using the Course Evaluations Questionnaire, which can be accessed on-line for each course. This occurs approximately half way through your course and your instructor will provide you more information on this process. Once you evaluate your course, print and turn in the receipt of completion to your instructor. The college deans review these evaluations each semester. The deans and/or department chairs may visit each instructor's class at some time during the semester to observe the instructional environment being provided and complete an assessment of the instructor.