Midland College Syllabus

BCIS 1405
Business Computer Applications
2014-2015

Course Description
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. (This course is part of the Business Field of Study Curriculum)
Prerequisite: None

Text and Supplies
EXPLORING MS OFFICE 2013 PLUS MYITLAB PK, Grauer, Pearson.
ISBN: 9780133522525 (This is a bundled ISBN and includes myITlab and the printed book)

NOTE: If you are planning to do your work away from the campus you need to make sure that your computer meets the system requirements specified by myITlab.

You will also need:
USB drive, at least 256K, larger is better.
Software: Microsoft Office 2013. You can do your work anywhere.
However, you will need to have access to a computer with Office 2013 (Power Point, Word, Excel, and Access) in order to complete your work.

Should you choose to purchase your textbooks somewhere other than the college bookstore you should always check with the instructor first to make sure that there has not been a change in books and that you are purchasing the complete package used for the course.

Student Learning Outcomes
The following student learning outcomes (SLO) will be addressed in this course:

SLO1 Describe the fundamentals of Information Technology (IT) infrastructure components: hardware, software, and data communications systems.

SLO2 Explain the guiding principles of professional behavior in computing.

SLO3 Demonstrate proper file management techniques to manipulate electronic files and folders in a local and networked environment.

SLO4 Use business productivity software to manipulate data and find solutions to business problems.

SLO5 Explain the concepts and terminology used in the operation of application systems in a business environment.
SLO6 Identify emerging technologies for use in business applications.

SLO7 Complete projects that integrate business software applications.

**Student Contributions**

Students are encouraged to contact the instructor at any time. If you need to meet with the instructor you will need to make an appointment to guarantee the instructor’s availability at a specific time.

Students will be expected to exhibit professional behavior in class. With regard to cell phone use, keep it on silence and do not take calls unless it is an emergency.

Students are expected to attend class, for online that means login and completing assignments.

**Policy Information**

Students MUST actively participate by completing an academic assignment required by the instructor by the official census date. Students who do not actively participate in an academically-related activity will be reported as never attended and dropped from the course.

This will be an in-depth, fast-paced course. It is important that you complete the assignments before the due dates. Late work will not be accepted. There will be no exceptions to this policy.

*Should you find that you are unable to complete the course, it is necessary for you to contact the Office of Student Services at Midland College and officially drop the class; otherwise a grade of “F” will be given for the semester grade.*

**Scholastic Dishonesty:** Cheating, including but not limited to, sharing work, copying, providing answers to someone else, using notes/books/materials not allowed, PLAGERISM!!! As per Midland College policy is not allowed on campus and you can FAIL the class or BE REMOVED FROM SCHOOL permanently.

**Course Schedule**

Posted in Canvas

**Grading/Evaluation of student**

Your final grade will be calculated as follows:

- 90% - 100%  A
- 80% - 89%   B
- 70% - 79%   C
- 60% - 69%   D
- Below 60%   F
Grading Formula:

10% - Pre Class Assignments
30% - Homework Assignments
10% - Weekly Attendance (Discussions )
50% - Exams

Students with Disabilities

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must place documentation on file with the Counselor/Disability Specialist. Students with disabilities should notify Midland College prior to the beginning of each semester. Student Services will provide each student with a letter outlining any reasonable accommodations. The student must present the letter to the instructor at the beginning of the semester.

Instructor Information

Contact Information  Posted in Canvas
Office Hours  Posted in Canvas

Applied Technology Division

Contact Information
Division Dean: Curt Pervier
Division Secretary: Lisa Tanner
Division Clerk: Helen Arrieta
Division Office: Room TC 143A
Division Telephone: (432)685-4676
Division Fax: (432)685-6472