

SYLLABUS
(on line course)

CLARENDON COLLEGE
CLARENDON CAMPUS
Division of Business and Technology
Course Name: BCIS 1305 Business Computer Applications
Credit Hours: 3

Spring 2011

Course Website:

This course uses WebCT as its online course management program. All instructions, tutorials, exams, and assignments are provided in the "Content Modules" links at the course website. Due dates for all course work are listed in the **Course Schedule** at the course website. Email communication will also be handled in the course website. You will be able to log into the course website once you have officially registered for the course. In order to be successful in completing this 3-credit hour course, you should plan to spend between 6-9 hours per week on the course.

Contact Information

Instructor: Mrs. Pam Denney

Instructor Availability:

Email at our course website: This is the main method you should use to contact me. I will make every effort to check the course website every week day and respond to your email requests in the "Private Mail" within 24 hours. As often as possible I will check the course website during the weekends.

Office Hours :

Clarendon Campus (Instructional Center, Room 203):

Tuesday and Thursday: 9 – 9:30 a.m.
Tuesday: 1-2 p.m.

Pampa Center (Room MKBC 103):

Tuesday: 4:30 - 5:30 p.m.

Important Contact Information:

- ◆ **Instructor:** Clarendon Office Phone: 806-874-4822 Pampa Office Phone: 806-665-8801
- ◆ **College Main Number:** 800-687-9747 or 806-874-3571
- ◆ **Dean of Student Services:** 800-687-9737 or 806-874-3571, ext. 110
- ◆ **Dean of Instruction:** 800-687-9737 or 806-874-3571, ext. 103

Instructor's Email: pam.denney@clarendoncollege.edu
(Use only if Private Mail in WebCT does not work.)

College Fax: 806-874-3201

College Mailing Address: Clarendon College, PO Box 968, 1122 College Drive, Clarendon, TX 79226

General Course Information

Course Description:

Overview of computer information systems. Introduces computer hardware, software, and procedures and explores their integration and application in many segments of our society. Emphasizes the use of application software and the Internet to develop technological skills in the areas of personal productivity, communication, and research. The fundamentals of computer problem solving and programming may be discussed and applied.

Course Purposes:

Improve your ability and increase your desire to acquire new computer-related skills and knowledge. Improve your personal productivity skills through the use of operating system, word processing, and spreadsheet software.

Improve your communication skills through on-line discussions, email, and developing and delivering a narrated slideshow.

Improve your research skills through the use of the Internet for information resources.

This course partially satisfies the requirements for the Associate in Arts or Associate in Science degree, the Texas Field of Study for Business majors, and is designed for transfer to a senior college or university.

Required Instructional Materials, Supplies, and Software:

- ◆ **Course Textbook**
Gaskin, , **The Pearson Custom Program for CIS**, Pearson - Prentice Hall, 2010.
ISBN: # 0558730175
- ◆ **Computer Microphone and Speakers** (or computer headphone with microphone). Refer to the document "Required Programs and Supplies" at our course website for more details.
- ◆ **External storage device**, such as a USB flash drive, or Read/Write CD or DVD, as a means of saving and downloading files you work with during the course.
- ◆ **Access to the internet and a computer with the following software programs:** Microsoft Word, Microsoft Excel, and Microsoft PowerPoint (Version 2007 or 2010). Refer to the document "Required Programs and Supplies" at our course website for more details.
- ◆ **Adobe Reader** installed on your computer (downloaded free at www.adobe.com)

Course Objectives:

As a result of this course, you should be able to meet the objectives and learning outcomes listed below. (*You should expect to meet these outcomes only if you honor all course policies, complete all assigned work in good faith and on time, and meet all other course expectations of you as a student*).

Objective: Utilize appropriate computer-based technology to interpret, model and solve contemporary real-world problems.

Learning Outcomes:

- Use appropriate computer programs to solve contemporary real-world problems.
- Integrate appropriate features from several commonly used application programs to generate a document (or set of documents) that solves a contemporary real-world problem.
- Identify the best methods for safeguarding a computer system from current security threats.

Objective: Understand and apply basic principles of critical thinking, problem solving, and technical proficiency in solving problems.

Learning Outcomes:

- Demonstrate proper file management techniques to manipulate files and folders in a networked environment.
- Apply proper formatting techniques to a document draft so that it models a previously formatted document.

Objective: Understand and demonstrate oral and visual communication through technology using invention, evaluation, organization, drafting, revision, editing, and presentation.

Learning Outcomes:

- Demonstrate the effective use of search engines to find reliable and relevant internet resources.
- Evaluate, organize, draft, revise, and edit information in a timely manner.
- Demonstrate effective oral presentation skills by creating an effective narrated slideshow

Objective: Demonstrate organizational skills and responsibility for your own learning.

Learning Outcomes:

- Complete all assigned tasks by their due dates.
- Contact me before a due date if special arrangements need to be made because of an emergency.

Course Policies

Academic Integrity and Dishonest Behavior.

College Policy:

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense.

Academic dishonesty violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) observing the work of another during an examination or providing answers to another during the course of an examination; (4) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (5) entering an office, classroom, laboratory, or building to obtain unfair advantage; (6) taking an examination for another person; (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (8) altering grade records; (9) using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory exercise; and/or, (10) plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.)

Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, the associate dean, and/or dean. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty. Additionally, any student who reports him/herself in violation of this code before it is likely that another might consider this possibility will be understood as repentant and acting in good faith. Though the confession will not excuse the student for the violation, the confession will be considered and the violation should not result in suspension from school except in the most extreme cases.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action. The faculty member and student should complete a Counseling Sheet regarding the violation. (The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor's name, the student's name, an explanation of the infraction or facts of the case, and the resolution to the incident.) This form should be signed by the student, faculty member, program coordinator, and the Dean of Students. The Dean of Students will maintain a file on all violations. If a faculty member prefers to report the case directly to the Dean of Students, it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported by the faculty member, in writing, to the Dean of Students. If the Dean of Students observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Dean is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The Dean of Students is responsible for the timely notification (normally within two weeks) to all parties of an action taken.

Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Student Appeals and Grievance Procedure.

My Personal Policies:

I adhere to a strict policy regarding academic honesty. Anyone who is dishonest in any way will receive a zero on that portion of the course grade. In addition, the student will not be able to receive any extra credit points previously earned or earn any additional extra credit points from the time of the infraction through the remainder of the course.

Examples of Consequences for Academic Dishonesty:

- A student cheats on a graded assignment. That student receives a zero for his/her graded assignment grade (20% of course grade) and no extra credit points, even if they were earned before the infraction.
- A student cheats on an exam. That student receives a zero for his/her exam grade (50% of course grade except for being allowed to use their final exam grade). Student also receives no extra credit points, even if they were earned before the infraction.
- A student cheats on the career project. That student receives a zero for his/her career project grade (20% of course grade) and no extra credit points, even if they were earned before the infraction.
- A student cheats on an extra credit project. That student receives no extra credit points, even if they were earned before the infraction.

It is your responsibility to protect your electronically saved files. If someone else turns in an assignment as if it were that student's work but it is work that you completed or partially completed, I will have to assume that you allowed it to happen, and you will also receive the same punishment as the person who used your files. Therefore, make sure your saved files are kept in a place where others cannot copy them.

Examples of Dishonest Behavior:

- Obtaining or giving another student answers to exam questions in any way.
- Using notes or other devices to obtain exam answers.
- Although it is okay to help someone else on an activity (graded assignment, extra credit, or career project) by explaining to that person how to complete a task, it is dishonest for you to complete part or all of the work for that person or to let that person copy part or all of your work. It is also dishonest for a person to use someone else's work and submit it as if it were his/her own work.

Due Dates and Late Submissions

Due dates are clearly specified in the Course Schedule in WebCT. **All work will be submitted electronically at our course website.** Instructions for **everything** you will do in the course are listed inside the Content Modules in WebCT. **Each week's set of tasks are due by midnight on Sunday evening.**

I handle graded assignments, exams, and other tasks much like they would be handled on a job. Therefore, **it is assumed that you will turn all assignments in on time.** You are, however, allowed to submit activities late from one or two content modules as long as you discuss your circumstances with me **before the due date** and make arrangements to complete the work by a date agreed upon by you and me.

You should plan for unforeseen problems (such as technical difficulties or personal plans) and start your work early enough that you aren't trying to finish it right before it is due. If you submit work late for more than two content modules (assuming you have discussed the situation with me before the due date) you will have ¼ of each assignment's grade deducted.

Exams:

Exams are given at the end of each of the three major units in the course. You will be able to take the first two unit exams on your own computer from within our course website. The **final exam** must be taken in a supervised environment to ensure academic integrity. You will make arrangements for when and where to take this exam during the first content module in the course. Each exam is divided into two parts; one part is an objective exam and the other part is a hands-on skills exam. The objective exam questions are randomized and timed to help ensure academic integrity.

If you do not take an exam by the due date or (in case of an emergency) do not make arrangements with me before the due date to take it at an alternate time, you will receive a grade of zero for that exam.

Final Exam.

Your final exam will be given during Finals week. According to the college catalog, "no student is excused from any final examination for any reason. No final examination may be given other than on the regularly scheduled date, unless approved by the Dean of Instruction. . . . Absence from a final examination without a valid reason may result in a grade of 'F' for the course."

Make your travel and end of semester plans accordingly. In case of an emergency situation, you may apply to the Dean to take a final exam early. To do so, you must obtain an Early Final Exams form from the Dean's office, fill it out, and have it signed by the appropriate personnel.

Withdrawing from (Dropping) the Course

If you decide that you are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a "W" on your transcript instead. (The last day to drop a course is **April 15.**) Withdrawal from a course is a formal procedure that you must initiate. If you do not go through the formal withdrawal procedure, you will receive whatever grade you have earned.

Whether to drop a class or not requires a lot of thought. According to Texas state law a student is only allowed to drop the same class twice before he/she will be charged triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6th dropped class, he/she will no longer be able to withdraw from any classes.

If you think you need to drop this course, please talk with me about it first. It is possible that there is something you can do to still pass the course. Don't hurt your chances for a passing grade in the course by not turning in assignments or missing exams before we have discussed your situation.

Career Project

A major portion of your final grade (20%) will be obtained through your completion of a Career Project. You will work on this project in phases at different times during this course.

The main objective of the Career Project is for you to learn to plan, organize, draft, revise, edit, and complete a large project on time. Generally in order for a large project to be completed by a specified deadline in the “real work world,” a timeline is given that designates when certain parts of the project need to be completed so you can successfully meet the final deadline for the entire project.

You will have five deadlines to meet for this project. Below is a general description of each phase of the project. A due date for each phase is given on your Course Schedule. You will receive specific instructions for each phase of the project in class as well as in your Student Portal.

- Phase 1 – Select the career you wish to research and find three web pages to use for your research.
- Phase 2–Decide on the main points you wish to discuss about your career. Begin developing your slideshow by creating the required slides and placing data on the appropriate slides.
- Phase 3 –Type the first draft of the script you will use to narrate your slideshow. The script will be typed using MLA formatting guidelines.
- Phase 4 –Create the slides for the content portion of your speech. Revise your script so the narration coordinates with the slideshow.
- Phase 5 – Complete your slideshow by adding animation to the objects and by completing other listed requirements. Create the narrated version of your slideshow from your typed script.

Grading Policies

The final grade in this course will be determined by the following weighted categories:

Average of Unit Exams and Final Exam: 50%
Average of Graded Assignments: 20%
Career Project: 20%
Average of Discussion Forum Grades: 10%

Extra Credit:

There will be a number of extra credit projects available for you to complete during the course. A total of 8 points can be added to your final course grade if all extra credit projects are completed successfully and submitted by their due dates (see Course Schedule). Instructions for these projects are available in WebCT within the appropriate content modules and at the Extra Credit Projects link.

Your final course grade will be figured as set in the current catalog:

90 to 100..... A
80 to 89..... B
70 to 79..... C
60 to 69..... D
59 and below..... F

Grades are rounded (Example: 89.5 = A). If you have shown remarkable effort, have submitted tasks on time, attempted most of the extra credit projects, taken all exams, and shown good improvement in your computer literacy, I have the prerogative to add additional points to your grade.

Accommodations Statement

Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Dean of Student Services. We will work with you to make whatever accommodations we need to make.

Tentative Course Schedule

A detailed **Course Schedule** is available at our course website. It lists due dates for the graded assignments, activities, and exams to be completed in each module. It also estimates the amount of time that should be spent on each content module in order to be successful.

Basic Computer Skills Needed

The following list includes basic computer skills I assume you already have before beginning this course. If you are not already very familiar with these topics, discuss your situation with me. It is possible you may need to learn these skills before taking this course.

- Start/close programs
- Resize/move windows
- Use menus and toolbars
- Use dialog boxes
- Use scroll bars
- Use on-line help systems
- Save a file to a designated disk/drive and locate the file at a later time
- Navigate the internet with a web browser
- Move backward and forward through internet hyperlinks
- Use email to communicate
- Attach files to email messages