

BCIS-1405-44107 Business Computer Applications

Instructor: Dang, James	Office: SE ESCT 2218A
Phone: 817-515-3633	E-mail: James.Dang@tccd.edu
Term: Fall 2011	Last Day to Drop: 11/19/11

Office Hours

Day	Start	End	Start	End	Start	End
Mon	09:30 AM	11:30 AM				
Tue	08:30 AM	09:45 AM				
Wed	09:30 AM	11:30 AM				
Thu	08:30 AM	09:45 AM				
Fri	09:30 AM	11:30 AM	02:30 PM	04:00 PM		
Sat						
Sun						

Comments:

Fall 2011 only. Daily class schedule and syllabus on <http://www.jamesdang.com>.

[District Course Requirements](#)**Text(s):**

TITLE: USING MIS WITH /MYITLAB 2010

AUTHOR: David M. Kroenke

EDITION: 4th

COPYRIGHT YEAR: 2012

PUBLISHER: Pearson Publishing

ISBN: 1256113751

NEW: \$186.25

USED: \$139.75

COST: Check the TCCD Course web site for the price.

Include: MyITLab 2010 Student Access Code

NOTE: Microsoft Office 2010 is not included in the bundle package.

*****Please Note: Course and pricing information is subject to change based upon updated data from publisher.***

Special Materials:

MyItLab access code require for all students (can be purchased separately)

USB device for storage

Web sites: <http://www.myitlab.com>

Focus:

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on building hands-on capabilities with business applications of software, Including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

Requirements:

What you need to take this course:

- Textbook: As noted above Textbooks and Reference materials.
- Time Commitment: You need to make a time commitment to complete the course requirements. Your instructor and lab staff are available to assist you throughout the semester.
- The software you will be using this semester is MS Office 2010 (not included in the book)
- You must have access to a computer that connects to the Internet. Knowledge about basic file management is also helpful.
- You are responsible for saving all assignments correctly, so you can turn them in electronically.
- To avoid any communication problems, all students will use their Campus Cruiser - email addresses only. Your first responsibility will be update your contact information on the course website.
- Please note:
 - Because of e-mail viruses, the instructor does not accept e-mail from unknown sources. Therefore, you must use the subject BCIS 1405 and type your name in the message, or email may be ignored.
 - It is impossible for the instructor to be familiar with every e-mail software application on the market, so please do not ask for technical assistance

Grading Criteria:

Grade Scale:

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0% - 59%

Course Evaluation:

Lab Assignments Average (You may have about 10 labs). ·Word Processing – Word 2010 ·Spreadsheet – Excel 2010 ·Database – Access 2010 ·Presentation – PowerPoint 2010	20%
Exam I – Chapters 1-5 – 60% Hands-on Skill Assessment Test – 40%	15%
Exam II – Chapters 6-10 – 60% Hands-on Skill Assessment Test – 40%	15%
Research Paper	5%
Quizzes	20%
Pop Quizzes	5%
Comprehensive Final Exam	20%
TOTAL	100%

Class Dates:

Full 16-Week Session

Description Date(s)

Classes Begin 08/29/11

Census Date 09/14/11

Last Day for 70% Refund 09/19/11

Last Day for 25% Refund 09/26/11

Last Day to Drop 11/19/11

Final Exams and Classes End 12/12/11 - 12/15/11

Grades due 12/16/11

Daily Assignments:

Week	Topics
Week 1 - 08/29/11	Introduction
Week 2 - 09/05/11	Chapter 1 - The Importance of MIS
Week 3 - 09/12/11	Chapter 2 - Collaboration Information Systems Lab 1 due
Week 4 - 09/19/11	Chapter 3 - Information Systems for Competitive Advantage Quiz 1 Lab 2 due
Week 5 - 09/26/11	Chapter 4 - Hardware and Software Lab 3 due
Week 6 - 10/03/11	Chapter 5 - Database Processing Quiz 2 Lab 4 due
Week 7 - 10/10/11	Chapter 6 - The Internet & the World Wide Web Lab 5 due
Week 8 - 10/17/11	Lab 6 due Quiz 3 Review for Exam I - Word and Excel
Week 9 - 10/24/11	Exam I - Hand on (40%) and Multiple Choice (60%) Lab 7 due
Week 10 - 10/31/11	Chapter 7 - Data Communication Chapter 8 - Enterprise Systems Lab 8 due
Week 11 - 11/07/11	Chapter 9 - E-Commerce, Web 2.0, and Social Networking Systems Lab 9 due Quiz 4
Week 12 - 11/14/11	Chapter 10 - Business Intelligence Systems Lab 10 due Quiz 5
Week 13 - 11/21/11	Review for Exam II - Access and Powerpoints
Week 14 - 11/28/11	Exam II - Hand on (40%) and Multiple Choice (60%) Research due
Week 15 - 12/05/11	Presentation Review for Final Exam
Week 16 - 12/12/11	Final exam

Additional Class Information:

More detail daily schedule, students can check on <http://www.JamesDang.com>.

Special Offer for Students: Microsoft Office Professional Academic 2010 for \$99.95

Microsoft is offering college students Office Professional Academic 2010 for a limited time at a cost of \$99.95, a savings of hundreds of dollars over purchasing the software at local retail store. To purchase online from Microsoft, click [here](#).

[TCCD Academic Calendar](#) for important College Dates.

[TCCD Student Handbook](#) for information on attendance and withdrawal policy, dishonesty and plagiarism, and disability support services.

[Access Course Evaluations](#) for instructions on evaluating courses.