



Baton Rouge Community College  
*Academic Affairs Master Syllabus*

Date Approved: May 4, 2017

Term and Year of Implementation: Spring 2022

**Course Title:** Microcomputer Applications in Business

**BRCC Course Rubric:** CSCI 2203

**Previous Course Rubric:** CSCI 190

**Lecture Hours per week-lab hours per week-credit hours:** 3.0

**Louisiana Common Course Number:**

**CIP Code:** 11.0601

**Course Description:** Introduces computers, systems and the management of information in a business environment to improve managerial decision-making. Students apply word processing, spreadsheets, database managers, presentation software, and web-authoring software used in a technologically advanced business.

**Prerequisites:** MATH 0098 (or MATH 093) or higher math placement and eligibility for ENGL 1013

**Co-requisites:** None

**Suggested Enrollment Cap:** 25

**Learning Outcomes.** *Upon successful completion of this course, the student will be able to:*

1. Identify ethical and non-ethical computer practices.
2. Demonstrate facility with basic computer system functions.
3. Utilize a web browser to browse and search the internet.
4. Demonstrate skills (create, edit, organize, and visually enhance documents) using four basic software applications incorporated in Microsoft Office, with an emphasis on advanced topics in **Microsoft Excel**.

**General Education Learning Outcome(s):** This course supports the development of competency in the following area(s). Students will:

**Assessment Measures.** Assessment of all learning outcomes will be measured using the following methods:

1. A skill or project-based assessment on computer or simulated software will provide the means to evaluate the learning outcomes.
2. Students may perform hands-on scenario tasks that demonstrate proficiency in the learning outcomes.
3. A combination of computer-based (hands-on) application examination and/or project assignment work, and in-class written (non-computer based) examinations.

• ***Instructor's Information:***

Name: David L. Sylvester, Sr., Professor  
Office Location: Rm 247, Cypress Building  
Email: [sylvesterd@mybrcc.edu](mailto:sylvesterd@mybrcc.edu)  
Office Phone: (225) 216-8152

Although many issues may be solved by communicating through email, there may be times when a Zoom session is needed. Listed below are the links and password for Zooms sessions.

• ***Additional Course Information:***

CRN: 20466 (CSCI-2203-E01)  
Time/Day(s): Signing of roll (**Anytime on Wednesdays**)  
Building/Room: Online

**○ You must register on the [www.syl9.com](http://www.syl9.com) website to sign the roll. The roll is to be signed every Wednesday.**

• ***Text Book(s)***

Name of book: ebook (Available once you register with SIMnet)

• ***Needed Materials:***

- Purchase book packaged with **SIMnet Activation code** or just the code.
- USB Memory Stick (Jump Drive) 512MB or larger
- Students must have regular access to a personal computer system that is Microsoft Windows-based and has an Internet connection.
- Access to BRCC assigned email and CANVAS. (If you have issues with your BRCC email or CANVAS login and/or password, please as soon as possible contact the [IT Department](#).)

• ***Important Links:***

- BRCC's Home Page – [www.mybrcc.edu](http://www.mybrcc.edu)
- CANVAS – <https://mybrcc.instructure.com>
- Course Webpage – [www.syl9.com](http://www.syl9.com)
- LOLA – <http://my.lctcs.edu/cp/home/displaylogin>

**All course material must be available for use by second week of school. Students with major issues registering with SIMnet, please set up an appointment the instructor to resolve any issues.**

- **Disability Statement:** If any student in this class has a need for accommodations because of a documented disability, please feel free to discuss them with me privately. The college has professionals

to guide, counsel, and assist students with disabilities. The Office of Disability Services, located in the Student Center in Room 241, will evaluate and meet with you to discuss your accommodation needs.

- ***Student Conduct in Class Policy (In-class and Online):*** Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with instructors the education process relative to subject content will not be tolerated. Any issues needed to be resolved must be done first by setting up an appointment or meeting with the instructor immediately after class. If not resolved; then set up a meeting with the Department Chair, followed by a meeting with the Dean. **If after evaluating this classroom environment (instructor, fellow students, lab conditions, etc), you feel uncomfortable in ways that may allow you not to perform as a student in a respectful matter toward others, you are advised to make provisions to find another class setting.**
- ***Grading:*** Students are expected to take or submit assignments/tests on the date specified on the syllabus or as per the instructor's request. Late work will not be accepted!!! Students must make backup copies of all assignments. Backup copies will prevent loss of work due to viruses, damaged disks, etc.

**GRADING SCALE:**

A 90 – 100  
B 80 – 89  
C 70 – 79  
D 60 – 69  
F 59 and below  
I Incomplete  
W Withdrawal

**GRADING:**

Exams (30%)  
Quizzes (15%)  
Final Exam (20%)  
Discussions/Grader Projects/Reports (35%)  
Bonus (5%)

- ***Attendance Policy:*** You are to sign the roll on the designated day. All in-class assignments are to be done during the current class ZOOM session. Students are expected to sign-in to ZOOM sessions on time and remain for the entire class period. In-class quizzes will begin promptly at the start of the class period. **No makeup quizzes.**
- ***General Policies:***
  - Promptly log in to ZOOM for all class session.
  - Unless you are asking a question or giving an answer, your session should be muted.
  - All questions during class should be directed to the instructor.
  - Take tests and quizzes in CANVAS.
  - When mic is unmuted, all background noises, TV, radio, pets, etc. should be kept to a minimum.
- ***Withdrawing From a Course:*** It is the student's responsibility to withdraw from a course if he/she fails to meet all course requirements (i.e. passing of all quizzes, assignments, exams, and attendance).  
**The last day to withdraw from courses:**

***15 Weeks – (Friday, April 1<sup>st</sup>)***

***12 Weeks – (Friday, April 8<sup>th</sup>)***

***1<sup>st</sup> 7 Weeks – (Friday, February 18<sup>th</sup>)***

***2<sup>nd</sup> 7 Weeks – (Tuesday, April 19<sup>th</sup>)***

- ***Cheating and Plagiarism:*** Plagiarism is defined as using and passing off as one's own ideas, data, or writings of another or presenting as one's own idea or product derived from an existing source.

Cheating is defined as obtaining information through fraud or deceit: either by the use of unauthorized notes, books, or other sources prior to or during examinations, or by using information under false pretenses. It includes premeditated cheating, which is defined as conscious, pre-planned, deliberate cheating with materials prepared in advance.

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
4. Give unauthorized assistance to other students.
5. Misrepresent the content of submitted work.

The penalty for violating the honor code is severe. Any student violating the honor code is subject to receive a failing grade for the course and will be reported to the appropriate authority. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments and submit similar copies of the same project. Such collaboration constitutes cheating. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor.

- ***Safety Concerns:*** A student's safety is important in the learning process. Please report any suspicious activity to the Office of Public Safety at 216-8888 and use the red telephones in the halls and classrooms, the outdoor blue light pole phones, or the garage emergency phones located on all floors.

All students are encouraged to sign up for BRCC's emergency notification system. BRCC Connect Emergency Notification provides enhanced emergency communication through text alert, phone messages, emails, and social media updates. Students can register for BRCC Connect through the student login portal at <https://brcc.bbcportal.com>. The URL for BRCC's safety information is:

[http://www.mybrcc.edu/about\\_brcc/policy\\_index/campus\\_police\\_public\\_safety\\_policy/index.php](http://www.mybrcc.edu/about_brcc/policy_index/campus_police_public_safety_policy/index.php).

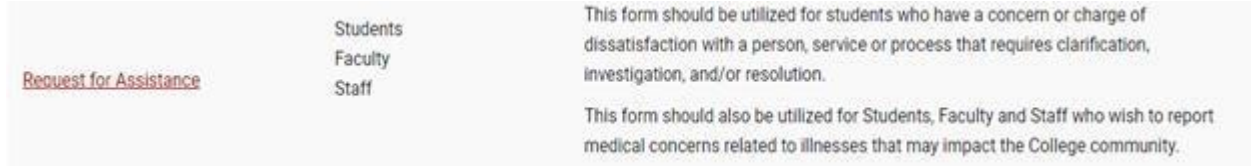
If necessary, please exit the building quickly, and once outside continue to a safe distance away from the building. Take your possessions with you.

- ***Classes with Onsite Instruction*** or anyone visiting the sites:  
Site Entry Protocol

- All those who will be entering any BRCC building must comply with the following:
  - Building entrants are required to be listed on the building entry list (roster) for each site and provide a photo identification.
  - Building entrants are required to self-screen prior to entry.
  - Building entrants are required to wear personal protective equipment (masks) while at any BRCC site. Face masks will be issued to those without a mask.
  - Building entrants are required to maintain 6 feet of social distance.

- **COVID-19 Reporting Protocol** (For all Classes)

If a student has a COVID – 19 positive test result, possible exposure to COVID - 19, or is experiencing signs/symptoms of COVID – 19 a report should be entered into BRCC Cares using the (Request for Assistance Form). If the report is made to faculty, faculty will enter the report.



The report will be reviewed by the Dean of Students. A communication will be sent to the student to self-quarantine for 14 days or until they have been sign/symptom free for at least 72 hours and have a negative COVID – 19 test.

The Dean of Students will then notify any other students, who share classes with the presumptive positive student, via e-mail of the potential exposure.

Once the Dean of Students documents that 14 days have passed and that the appropriate evidence of health status has been submitted, a communication to the student and faculty will be sent indicating the student's ability to resume instruction.

- **Library/ Learning Resources:** The Magnolia Library offers a diverse collection of books, periodicals, videos, and on-line resources. As a member of **LOUIS: the Louisiana Library Network**, we are able to provide access to our **Online Public Access Catalog** (OPAC) as well as to the OPACs of surrounding institutions. Our online resources include over 84,000 full-text books available through the EBSCOhost eBook Collection and a variety of **databases** to assist you with your scholarly research or even learn a new language.
- **Academic Learning Center (ALC):** The Academic Learning Center, or ALC, provides all BRCC students with a safe and supportive environment for learning that promotes peer interaction through conversation and collaboration.

<https://www.mybrcc.edu/alc/index.php>

- Free Tutoring and Writing Assistance
- Study Groups and Workshops
- Study Tips and Academic Guidance
- Canvas Help

Connect with the *ALC Online Tutoring and Resources* course in CANVAS to access online services. Email [learningcenter@mybrcc.edu](mailto:learningcenter@mybrcc.edu) if you have trouble accessing this course in Canvas.

- **BRCC Cares**
  - BRCC Cares is an online reporting system through which students, faculty, staff, administrators, and visitors can inform the College of students who are exhibiting concerning behavior or academic difficulty. This system will directly route reported student issues to the appropriate College representative(s) for possible intervention.
  - BRCC Cares is designed to provide a safe place for the College community to report suspected violations of the Student Code of Conduct and BRCC’s Title IX and Sexual Misconduct Policy, including but is not limited to: dating violence, domestic violence, sexual assault, sexual harassment, sexual misconduct, sexual exploitation, stalking, etc., for investigation.
  - Filing a report on BRCC Cares does not take the place of calling the police in the event of an emergency or life-threatening situation.
  - BRCC Cares is located at [www.mybrcc.edu/brcccares](http://www.mybrcc.edu/brcccares) or by typing “BRCC Cares” in the College website search bar.

• **PROGRAM OF STUDY**

**It is very important as a student that you properly apply for the correct program of study. You can check to see if your program of study is accurately recorded by logging into LOLA.**

**Expanded Course Outline:**

- I. Intro Chapter - Windows 10, Office 365/2019, and File Management
- II. Word - Chapter 1 - Creating and Editing Documents
- III. Word - Chapter 2 - Formatting and Customizing Documents
- IV. Word - Chapter 3 - Collaborating with Others and Working with Reports
- V. Word - Chapter 4 - Using Tables, Columns, and Graphics
- VI. Excel - Chapter 1 - Creating and Editing Workbooks
- VII. Excel - Chapter 2 - Working with Formulas and Functions
- VIII. Excel - Chapter 3 - Creating and Editing Charts
- IX. Excel - Chapter 4 - Formatting, Organizing, and Getting Data
- X. Access - Chapter 1 - Creating a Database and Tables
- XI. Access - Chapter 2 - Using Design View, Data Validation, and Relationships
- XII. PowerPoint - Chapter 1 - Creating and Editing Presentations
- XIII. PowerPoint - Chapter 2 - Illustrating with Pictures and Information Graphics
- XIV. PowerPoint - Chapter 3 - Preparing for Delivery and Using a Slide Presentation