BCIS 1405: BUSINESS COMPUTER APPLICATIONS

COMPUTER TECHNOLOGY & OFFICE ADMINISTRATION DEPARTMENT

CATALOG DESCRIPTION

BCIS Business Computer Applications. CIP 1102025404
Course covers computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business oriented utilization of the Internet. (4 SCH, 3 lecture, 2 lab)

Prerequisites: None

Required skill level code: Reading, 9; Writing, 9

The Brazosport College District shall not discriminate against, or exclude from participation in any benefits or activities either on the staff or in the student body, any person on the grounds of sex, race, color, religion, national origin, age, or handicap.
BCIS 1405: BUSINESS COMPUTER APPLICATIONS

COURSE EVALUATION

STUDENT EVALUATION

A. Quizzes will account for no more than 40% of the total grade. Quizzes may include Windows, Word, Excel, Access, PowerPoint and textbook quizzes or tests.

B. Microsoft Projects using Windows, Word, Excel, Access, and PowerPoint will account for no more than 10% of the total grade.

C. Research will account for no more than 20% of the total grade.

D. Student Project/Presentation will account for no more than 10% of the total grade.

E. Final exam will account for no more than 20% of the total grade.

INSTRUCTOR EVALUATION

A. Students will be given an opportunity to evaluate their instructor and the course content.

B. The instructor will review and evaluate in terms of withdrawal rate.

C. Final grades given will be reviewed in an effort to determine if a pattern of high or low grades exists.

DEPARTMENT EVALUATION OF COURSE

A. Faculty and the Division Chair will review students’ grades and withdrawal trends.

B. Faculty and the Division Chair will review the Course, Competencies, and Perspectives Assessment.
BRAZOSPORT COLLEGE
SYLLABUS
BCIS 1405: BUSINESS COMPUTER APPLICATIONS

COURSE CONTENT

GENERAL GOALS/OBJECTIVES

Students will focus on business application software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the internet.

SPECIFIC OBJECTIVES

The following list of course goals/objectives will be:

1. To provide students with a concise introduction to computers.
2. To present the most up-to-date technology in an ever-changing discipline.
3. To teach the fundamentals of computers and computer nomenclature, particularly with respect to personal computers, software, and the Web.
4. To present strategies for purchasing a desktop computer, notebook computer, smart phone, portable media player, and digital camera.
5. To offer an introduction to the following: Windows, Internet Explorer, Word, Excel, Access, PowerPoint, and multiple search engines.
6. To expose students to practical examples of the computer as a useful tool when using Word, Excel, Access, and PowerPoint.
7. To acquaint students with the proper procedures to use a computer; interact with the Web/Internet; and create documents, worksheets, databases, and presentations for coursework, professional purposes, and personal use.
8. To help students understand the various input/output devices available.
9. To help students understand the various types of user interfaces from command-driven interfaces to graphical user interfaces.
10. To teach students how to use a search engine, a database, and the library to do research for articles related to their assigned research topic.
LEARNING OUTCOMES

Perspectives:
1. To provide an introduction to computers, fundamentals of computers and computer nomenclature, particularly with respect to personal computers, software, and the Web
   Quizzes
2. To help students become responsible members of society by motivating students to learn how to use the computer, Word, Excel, Access, and PowerPoint
   Microsoft Office Projects
3. To help students use the library, its databases, and research scholarly topics
   Research Paper
4. To help students learn to use their technological, software applications, and critical thinking skills
   Student Project
5. To teach the fundamentals of computers and computer nomenclature, particularly with respect to personal computers, software, and the Web.
   Final
6. To help students to make aesthetic judgments
   Student Project
7. Logical reasoning in problem solving
   Student Project
8. Integrate knowledge from and understand interrelationships of the scholarly disciplines
   Student Project

Competencies:
1. Reading
   Final
2. Writing
   Research Paper
3. Speaking
   PowerPoint Presentation
4. Listening
   Final
5. Critical Thinking
   Student Project
6. Computer Literacy
   Final

Objectives:
1. Demonstrate mastery of computer concepts and vocabulary
   Quizzes & Final
2. Demonstrate mastery of MS Word.
   Word Test
3. Demonstrate mastery of MS Excel
   Excel Test
4. Demonstrate mastery of MS Access
   Access Test
5. Demonstrate mastery of MS PowerPoint
   PowerPoint Test
6. Demonstrate the ability to use concepts and vocabulary to do research on technology
   Research grade
Instructor: David Morgan  
Office Phone: (979) 230-3229  
Alt. Phone: (979) 297-9235

**COURSE DESCRIPTION**

Course covers computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business application software, including word processing, spreadsheets, databases, presentation graphics, and business oriented utilization of the internet. CIP 1102025404 (4 SCH, 3 lecture, 2 lab)

**PREREQUISITES**

None

**TEXTBOOK OR COURSE MATERIAL INFORMATION**

*Check with your instructor before buying your textbook. This will ensure you receive the correct book and software.*


**LAB REQUIREMENTS**

None

**ATTENDANCE AND WITHDRAWAL POLICIES**

The student will be dropped for inactivity:

- Two weeks without activity in account
- Missing exam without notification

It is the student's responsibility to withdraw from a course if circumstances occur that could prevent the student from successfully completing that course. Students should notify instructor of decision to withdraw and must not expect nor assume the instructor will complete the paperwork for the student. The instructor will complete required paperwork only if the instructor decides to drop a student for cause. Failure to notify instructor of withdrawal could result in the student failing the course.

Please note that changes in the Texas Education Code state that students enrolling for the first time in a Texas public institution of higher education in the fall of 2007 or after, will not be permitted to withdraw from more than a total of six courses (no minimum number of credit hours on each course) in which the student is officially enrolled during the student’s period of undergraduate study at all such institutions.
COURSE REQUIREMENTS AND GRADING POLICY

Your performance objectives will be met by quizzes/tests, project assignments, research, a student project and presentation. Each quiz or test, research element, and project assignment will be graded and your final grade will be determined as a weighted average of these grades as follows:

- Quizzes/Tests: 40%
- Microsoft Projects: 10%
- Research: 20%
- Student Project/Presentation: 10%
- Final Exam: 20%

Total 100%

Your letter grade for the course is based on the percentages:

- A: 90% or better
- B: 80-89%
- C: 70-79%
- D: 60-69%
- F: below 60%

TESTING (see above information)

MAKE-UP POLICY

Examinations will be announced and appear in the students Weekly Schedule. No make-up exams will be allowed. Students who miss an exam will take a comprehensive final exam that will count as the missed exam and for their final exam. A second missed exam results in a grade of zero for that exam.

STUDENT RESPONSIBILITIES

Each student will be requested to provide a written evaluation of the course at the termination of the semester.

Students are also expected to take care of the equipment in the classroom. PLEASE DO NOT BRING FOOD, DRINKS, OR UNAUTHORIZED PERSONS INTO THE CLASSROOM.

Students will be given an opportunity to evaluate the course and the method of presentation at the end of the semester.

PROJECTS ASSIGNMENTS, PORTFOLIOS, SERVICE LEARNING, INTERNSHIPS, ETC.

See Weekly Schedule attached at the end of this syllabus for assignments.
SCANS COMPETENCIES

The Secretary's Commission on Achieving Necessary Skills (SCANS) identified competencies in the area of Resources, Interpersonal, Information, Systems, and Technology; and foundation skills in the areas of Basic Skills, Thinking Skills, and Personal Qualities. This course is part of a program in which each of these competencies and skills are integrated. For application of specific SCANS competencies and skills in this course, see Addendum A.

ACADEMIC HONESTY

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty, including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at http://www.brazosport.edu.

STUDENTS WITH DISABILITIES

Brazosport College is committed to providing equal education opportunities to every student. Brazosport College offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. Please contact the Special Populations Counselor at (979) 230-3236 for further information.

OTHER STUDENT SERVICES INFORMATION

Information about the Brazosport College Library is available at www.brazosport.edu/~lib/Information.htm or by calling (979) 230-3310.

Information about study skills and tutoring for math, reading, writing, biology, chemistry, and other subjects is available in the Learning Assistance Center (LAC) (see www.brazosport.edu/~lac or call (979) 230-3253).

To contact the Computer Technology & Office Administration Department, call (979) 230-3229 or (979) 230-3394.

Student Services provides assistance in the following:

- Counseling and Advising: (979) 230-3040
- Financial Aid: (979) 230-3294
- Student Activities: (979) 230-3355

To reach the Information Technology Department for computer, E-mail, or other technical assistance, call the Helpdesk at (979) 230-3266.
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<tr>
<th>Competency Reference</th>
<th>Application</th>
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<tbody>
<tr>
<td><strong>1. Resource</strong></td>
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<tr>
<td>Time Management,</td>
<td>Time, materials, and human resources must be effectively managed in the lab</td>
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<tr>
<td>Facilities/Materials,</td>
<td>environment.</td>
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<tr>
<td>Human Resources</td>
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<td><strong>2. Interpersonal</strong></td>
<td></td>
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<tr>
<td>Leadership,</td>
<td>Students are encouraged to work in teams helping others, but they are told</td>
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<tr>
<td>Part. as Team Member,</td>
<td>to do their own assignments.</td>
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<td>Works with Diversity</td>
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<td><strong>3. Information</strong></td>
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<tr>
<td>Acquiring,</td>
<td>Students are introduced to the use of computers through word processing,</td>
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<tr>
<td>Organizing,</td>
<td>spreadsheet, and DBMS software.</td>
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<tr>
<td>Interpreting</td>
<td></td>
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<td><strong>4. Systems, Understanding</strong></td>
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<tr>
<td>Organizational Systems,</td>
<td>N/A</td>
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<td>Technological Systems,</td>
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<td>Social Systems</td>
<td></td>
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<td><strong>5. Technology</strong></td>
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<tr>
<td>Selecting,</td>
<td>Students are introduced to the application of technology to specific tasks</td>
</tr>
<tr>
<td>Applying,</td>
<td>- computerized word processing and spreadsheets, for example.</td>
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<tr>
<td>Maintaining</td>
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<td><strong>6. Basic Skills</strong></td>
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<tr>
<td>Reading, Writing,</td>
<td>Students must read assignments and write essay answers for some assignments.</td>
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<td>Mathematics,</td>
<td>Learning number systems requires arithmetic practice.</td>
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<td>Speaking, Listening</td>
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<td><strong>7. Thinking Skills</strong></td>
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<td>Decision Making,</td>
<td>Most labs cause the student to call on their creative and problem solving</td>
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<tr>
<td>Problem Solving,</td>
<td>skills. They must first perceive the problem and then find a way to get the</td>
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<tr>
<td>Learning Techniques</td>
<td>data in the right form so the answers shed light on the problem at hand.</td>
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<td><strong>8. Personal Qualities</strong></td>
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<td>Responsibility,</td>
<td>Students will be required to monitor their time, especially on labs, lab</td>
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<td>Sociability,</td>
<td>exams, and on the final exam. It is the student's responsibility to turn</td>
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<tr>
<td>Integrity/Honesty</td>
<td>their labs in on time.</td>
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<tr>
<td>Week</td>
<td>Date</td>
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<td>1</td>
<td>Aug 26 – Aug 30</td>
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| 2    | Sep 2 – Sep 6  | Monday, Sep 2nd – College Closed – Labor Day, Holiday  
Assign Chapter 3 in text, Application Software, pages 95 – 123 and Special Feature 3, pages 129-134. | Discussion Board – Post any questions you have on Chapter 2, Chapter 3, and the Student Project | Research Assignment - You are to choose 2 of the Web Research numbered items on page 36. Follow the directions and turn the assignments in before noon on 9/20/2013. These must be typed, using Microsoft Word, when you turn them in |
| 3    | Sep 9 – Sep 13 | Assign Chapter 4, Operating Systems & Utility Programs, pages 135 – 161 and Special Feature 4, pages 167-180.  
Assign Chapter 5, Computer Security and Safety, Ethics, and Privacy, pages 181 – 211 and Special Feature 5, pages 217 - 228. | Discussion Board – Post any questions you have on Chapter 4 and Chapter 5 | Research Assignment – Using the internet and the knowledge you acquired by reading the Special Feature: Buyer’s Guide: How to Purchase Computers and Mobile Devices, identify the “perfect” computer for you. After doing your research, type two or more pages telling your instructor the computer/devices/software you decided to buy. Be sure and use footnotes or citations signifying where your research came from. This assignment is due before noon on October 4. |
| 4    | Sep 16 – Sep 20 | Assign Office 2010 and Windows 7, pages OFF 1 – OFF 80 for students to read.  
Assign students to read, Introduction to Internet Explorer, pages IE1 – IE 70. | Test: Chapters 1– 4 and on the Special Features 1 – 4  
Begin working the Word assignments in SAM 2010!  
Discussion Board – Post any questions you have this week. | Student Project - Using Microsoft Word type a memo telling your instructor the name of a company for your business you would like to own and list 3 services/products that will be offered to the public or another business. All 3 of these are due at the end of next week. |
| 5    | Sep 23 – Sep 27 | Assign Word Project 1A – Work through pages WD1 –WD53.  
Assign Word Project 1B – Work through Word Lab 1 on pages WD58 – 60.  
Work – SAM 2010 Word Lessons. | Test: Chapter 5, Office 2010 and Windows 7, and Introduction to Internet Explorer. Also the Special Features for this material.  
Discussion Board – Post any questions you have this week. | Turn in Word Project 1A & 1B.  
Turn in Student Project – memo about your business! |
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<tr>
<th>Date</th>
<th>Assignments</th>
<th>Discussion Board</th>
<th>Student Project</th>
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</table>
**Assign** Word Project 2B – Work through Lab 1 on page WD 130 – 132.  
**Assign** Word Project 3B - Work through Word Lab 1 on pages WD195 – 196  
Discussion Board – Post any questions you have this week. | **Assign** Word Project 2A & 2B.  
**Assign** Word Project 3A & 3B.  
Finish the Excel assignments in SAM 2010! | **Student Project** - Create 2 Word documents for your Business that are not simply letters (business card, menu, flyer, calendar, letterhead and table, etc.) – due by Friday, Oct. 18th! |
| 7 Oct 7 – Oct 11 | **Assign** Excel Project 1A, work pages EX 1 – EX 53.  
**Assign** Excel Project 1B, work Lab 1 pages 58 – EX 59.  
**Test: WORD 2010!** Begin working through the Excel assignments in SAM 2010!  
Discussion Board – Post any questions you have this week. | **Assign** Excel Project 1A & 1B.  
Turn in Word Project 2A & 2B.  
Turn in Word Project 3A & 3B.  
Finish the Excel assignments in SAM 2010! | Turn in Word Project 2A & 2B.  
Turn in Word Project 3A & 3B.  
Finish the Excel assignments in SAM 2010! |
**Assign** Excel Project 2B – Work Lab1 page EX 126 – 129.  
**Assign** Excel Project 3A – Work through pages EX 137 – EX 203.  
Turn in Excel Project 1A & 1B.  
Discussion Board – Post any questions you have this week. | **Assign** Excel Project 3A & 3B.  
Assignment – **Student Project** – Create 2 Excel spreadsheets for your business. The first spreadsheet must use 4 different functions, such as SUM, AVERAGE, MAX, MIN, COUNT, COUNTA, or any other functions you desire as long as you use 4 different functions! The second Excel spreadsheet must use 2 charts or graphs that are different. Both must have your company name on them and both must be formatted. They must use cell formatting, shadowing, and borders. Numeric dollar amounts must have a $ and 2 decimal places. These should look professional and desirable for use by a business.  
Discussion Board – Post any questions you have this week. | Assignment – **Student Project** – Create 2 Excel spreadsheets for your business. The first spreadsheet must use 4 different functions, such as SUM, AVERAGE, MAX, MIN, COUNT, COUNTA, or any other functions you desire as long as you use 4 different functions! The second Excel spreadsheet must use 2 charts or graphs that are different. Both must have your company name on them and both must be formatted. They must use cell formatting, shadowing, and borders. Numeric dollar amounts must have a $ and 2 decimal places. These should look professional and desirable for use by a business.  
Discussion Board – Post any questions you have this week. |
**Assign** Access Project 1B – Work through (Access) In the Lab - Lab 1 on pages AC 66 – 67.  
**TEST: EXCEL SAM 2010.** Begin working the assignments in Access in SAM 2010.  
Turn in Excel Project 2A &2B.  
Discussion Board – Post any questions you have this week. | **Test: EXCEL SAM 2010.** Begin working the assignments in Access in SAM 2010.  
Turn in Excel Project 2A &2B.  
Discussion Board – Post any questions you have this week. | Turn in Student Project – The 2 Excel spreadsheets you created last week for your business! |
<table>
<thead>
<tr>
<th>Date</th>
<th>Assignments</th>
<th>Due Dates</th>
<th>Assignment – Student Project:</th>
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<tr>
<td>10 Oct 28 – Nov 1</td>
<td><strong>Assign Access Project 2A</strong> – Work through pages AC73 – AC 129. &lt;br&gt; <strong>Assign Access Project 2B</strong> – Work through (Access) In the Lab - Lab 1 on pages AC 132 – AC 133. &lt;br&gt; <strong>Friday, Nov 1st – Last Day to Withdraw</strong></td>
<td>Continue working the assignments in Access in SAM 2010. &lt;br&gt; Turn in Access Project 1A &amp; 1B. &lt;br&gt; <strong>Discussion Board – Post any questions you have this week.</strong></td>
<td>Create 2 databases for your company you created. You must have one of the databases with more than one table and they must be joined in a one-to-many relationship.</td>
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<td>11 Nov 4 – 8</td>
<td><strong>Assign</strong> PowerPoint Project 1A, work pages PPT1 – PPT54. &lt;br&gt; <strong>Assign</strong> PowerPoint Project 1B, work Lab 1 pages PPT 59 – PPT 60.</td>
<td><strong>TEST: ACCESS SAM 2010.</strong> &lt;br&gt; Turn in Access Project 2A &amp; 2B. &lt;br&gt; <strong>Discussion Board – Post any questions you have this week.</strong></td>
<td>Turn in Student Project – The 2 databases you created last week for your business!</td>
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<td>12 Nov 11 - 15</td>
<td><strong>Assign</strong> PowerPoint Project 2A, work pages PPT 73 – PPT 122. &lt;br&gt; <strong>Assign</strong> PowerPoint Project 2B, work Lab 1 pages PPT 130 – PPT 131.</td>
<td><strong>Assign</strong> PowerPoint Project 3A, work pages PPT 137 – PPT 190. &lt;br&gt; <strong>Assign</strong> PowerPoint Project 3B, work Lab 1 pages PPT195–196. &lt;br&gt; <strong>Discussion Board – Post any questions you have this week.</strong></td>
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