

Administrative Master Syllabus

Course Information

Course Title	Business Computer Applications
Course Prefix, Num. and Title	BCIS 1305 - Business Computer Applications
Division	Technology and Business
Department	Computer Science
Course Type	Academic General Education Course (from ACGM, but not WCJC Core)
Course Catalog Description	Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet. (BCIS 1305 is included in the Business Field of Study.)
Pre-Requisites	None
Co-Requisites	None

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours: Lab/Other Hours	3: 2: 2
Equated Pay Hours	3
Lab/Other Hours Breakdown: Lab Hours	2
Lab/Other Hours Breakdown: Clinical Hours	0
Lab/Other Hours Breakdown: Practicum Hours	0
Other Hours Breakdown	0

Approval Signatures

Title	Signature	Date
Division Chair:	David Kucera, Technology & Business Division Chair	08-01-2023



Additional Course Information

Topical Outline: Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

- Basic hardware components of computer systems
- Basic software components of computer systems
- Windows Operating System and file and folder management
- Access the internet using a web browser to conduct a search
- Creation, editing, and printing of documents using Microsoft Word
- Improve the appearance of documents by adding themes, clip art, formatting, and bullets
- Creation of spreadsheets containing formulas using Microsoft Excel
- Creation of a presentation with Microsoft PowerPoint
- Improve the appearance of the presentation by adding design templates, transitions, clip art, and formatting
- Creation and maintenance of a database, including tables, forms, and reports using Microsoft Access Simple queries of a database

Course Learning Outcomes:

Learning Outcomes – Upon successful completion of this course, students will:

1. Describe the fundamentals of information technology concepts – hardware, software, security, and privacy.
2. Demonstrate proper file management techniques to manipulate electronic files and folders in local, network, and online environments.
3. Create business documents with word processing software using spelling and grammar check, format and layout, tables, citations, graphics, and mail merge.
4. Create business documents and analyze data with spreadsheet software using (1) tables, sorting, filtering, charts and graphics, pivot tables, and macros; (2) statistical, financial, logical, and look-up functions and formulas; and (3) add-ins.
5. Create business multimedia presentations with presentation software using templates, lists, groups, themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views.
6. Create and manage data with database software using tables, fields, relationships, indexes, keys, views, queries, forms, reports, and import/export functions.
7. Integrate business software applications.
8. Use web-based technologies to conduct ethical business research.
9. Use “goal seeking” and “what-if analysis” to solve problems and make adjustments/recommendations in a business environment.

Methods of Assessment:

Individual/Group Assignments
Individual/Group Projects
Reading Assignments
Presentations
Lab Works/Assignments
Quizzes/Tests/Exams



Required text(s), optional text(s) and/or materials to be supplied by the student:

Title: Microsoft Office 365: In Practice, 2019 Edition

Author: Randy Nordell

Online Access Code for SIMnet

You may use the e-book found within SIMnet

Publisher: McGraw Hill

Combo (Loose-leaf book and access code): WCJC ISBN: 9781264088836

Access Code Only: WCJC ISBN: 9781264088522

Loose-Leaf book ONLY (applicable if you purchased access code on-line): WCJC ISBN: 9781264111626

USB drive

Office 365 Education for Students is available free to students who attend academic institutions that have purchased Office for faculty and staff. It is available at [Link for Student Copy of Office 365/2019](#). This gives you access to Office 365 versions of Word, Excel, and PowerPoint but NOT Access (see note below).

Special Note: Access is required for this course but it is not part of the free software. It is not available for MAC’s. MAC users should plan to use the lab computers for that unit. Windows users can consider downloading a trial copy from [MS Access Trial Version](#) but it is valid for only one month.

Suggested Course Maximum:

20

List any specific or physical requirements beyond a typical classroom required to teach the course.

A 64-bit computer for each student running Windows 10 client operating system or newer and Microsoft Office 2019/365 (Word, Excel, PowerPoint, and Access) or newer with an Internet connection.

A computer with the same software, internet access, and data projector are needed for the instructor

Course Requirements/Grading System: Describe any course-specific requirements, such as research papers or reading assignments, and the generalized grading format for the course.

- 35% SIMnet Projects* (20)..... 20 – 50%
- 18% SIMnet Lessons & Assignments* (20) ... 10 – 30%
- 5% Quizzes (1 – BB, 1 – SIMnet) (4) 5 – 20%
- 2% Graded Student Discussions (5) 0 – 10%
- 30%.. Exams (5) 10 – 40%
- 10% Final Exam (1) 0 – 10%

Grade System:

- 90-100% =A
- 80-89% =B
- 70-79% =C
- 60-69% =D
- Below 60% ... =F



**Wharton County
Junior College**

Curriculum Checklist:

- Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.
- Administrative WCJC Core Course.** Attach the Core Curriculum Review Forms
 - Critical Thinking
 - Communication
 - Empirical & Quantitative Skills
 - Teamwork
 - Social Responsibility
 - Personal Responsibility
- WECM Course** -If needed, revise the Program SCANS Matrix and Competencies Checklist