

Departmental Course Syllabus

Business Department * Academic Instruction Center Suite 325 **Revision:** Spring 2009
San Antonio College * 1300 San Pedro Avenue * San Antonio, TX 78212-4299

Course Number and Title: BCIS 1305 – Business Computer Applications

Credit Hours: 3

Instructor: Varies

Office: Varies

Phone Number: (210) 486-1414 **Fax:** (210) 486-1503

E-mail: Varies

Web Address: <http://www.accd.edu/sac/business>

Office Hours: To be posted by the individual instructor.

I. Catalog Description:

This course discusses computer terminology, hardware, software, operating system 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.

II. Pre-requisites, co-requisites and other requirements:

*None, although BCIS 1305 is not a Computer “Literacy” course!
Some basic computer skills are necessary.*

III. Text and/or Other Materials Requirements:

Go! Internet Comprehensive & Myitlab 12 month student access kit 1st ed. Gaskin
And Lawson – Pearson/Prentice Hall

Also, an inexpensive **flash memory device** (USB stick, thumb drive) is very useful.

IV. Methods of Instruction

Methods of instruction include, but are not limited to, readings, lecture, overhead transparency and blackboard illustrations, class discussions, audio-visual presentations, quiz and exam reviews, handouts, group activities, and case analyses.

V. Course Content

To introduce and provide a basic understanding of the following software products:

- Basic Computer Concepts
- Microsoft Windows XP
- Microsoft Word
- Microsoft Excel

- Microsoft PowerPoint
- Microsoft Access

VI: Learning Outcomes

Learning Outcome 1: The student will utilize operating system software commonly used on personal computers in a business environment.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Modify windows in Microsoft Windows by means of an examination, homework, or project.
2. Manage files in Microsoft Windows by means of an examination, homework, or project.

Learning Outcome 2: The student will utilize word processing application software commonly used on personal computers in a business environment.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Create, edit and print documents in Microsoft Word by means of an examination, homework, or project.
2. Format and organize text in Microsoft Word by means of an examination, homework, or project.
3. Utilize graphics and tables in Microsoft Word by means of an examination, homework, or project.
4. Generate newsletters and web pages in Microsoft Word by means of an examination, homework, or project.

Learning Outcome 3: The student will utilize spreadsheet application software commonly used on personal computers in a business environment.

Performance Objective/Methods of Measurement for this outcome:

The student will be able to:

1. Create workbooks and edit formulas and cells in Microsoft Excel by means of an examination, homework, or project.
2. Format worksheets and apply ranges and functions in Microsoft Excel by means of an examination, homework, or project.
3. Utilize charts and diagrams in Microsoft Excel by means of an examination, homework, or project.
4. Make use of templates and large worksheets in Microsoft Excel by means of an examination, homework, or project.

Learning Outcome 4: The student will utilize presentation graphics application software commonly used on personal computers in a business environment.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Create, edit, and format a presentation in Microsoft PowerPoint by means of an examination, homework, or project.
2. Enhance a presentation in Microsoft PowerPoint with graphic elements and visual effects by means of an examination, homework, or project.
3. Animate a presentation in Microsoft PowerPoint by means of an examination, homework, or project.

Learning Outcome 5: The student will utilize database application software commonly use on personal computers in a business environment.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Create databases and customize a table in Microsoft Access by means of an examination, homework, or project.
2. Create forms, reports, and queries in Microsoft Access by means of an examination, homework, or project.
3. Build and maintain a relational database in Microsoft Access by means of an examination, homework, or project.

SCANS Competencies (Secretary of Commerce Assessment of Necessary Skills):

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|------------------|---|
| <u>C1</u> | The syllabus requires students to achieve specific objectives according to timeliness establish by instructor. |
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| <u>C2</u> | One project requires the students to prepare a travel budget and chart budgeted travel cost an actual travel costs. |
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| <u>C4</u> | One project requires students to prepare a personnel evaluation form that be used in a business. |
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| <u>C5</u> | Students will work exercises and projects that require them to analyze and logically organize data. |
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| <u>C6</u> | Students will study how best to organize and store data by using the following Microsoft applications: Word; Excel; PowerPoint; and Access. |
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| <u>C7</u> | Students will use PowerPoint to prepare a class presentation. |
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| <u>C8</u> | The entire focus of this class is computer applications and their use. |
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| <u>C9</u> | The class will function as a team and more advanced students should help other students needing more assistance. |

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|-------------------|---|
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| <u>C18</u> | Students will work various exercises and projects using different personal computer applications. |
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| <u>C19</u> | Students will learn how to operate personal computers and how to use the operating system of the computer. |
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| <u>F1</u> | Students are required to read, interpret, and understand computer textbooks and personal computer teaching aids. |
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| <u>F2</u> | Students must use writing skills in developing a PowerPoint presentation. |
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| <u>F3</u> | Students will utilize personal computer applications to perform calculations and create charts and graphs. |
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| <u>F4</u> | Students are required to listen to lectures, multimedia presentations, and other students. |
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| <u>F5</u> | Students ask and answer questions and provide a PowerPoint presentation. |
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| <u>F7</u> | Students will determine how best to solve assigned exercises and projects. |
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| <u>F8</u> | Students must evaluate alternatives in solving assigned exercises and projects. |
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| <u>F9</u> | Students are presented with exercise and problems of varying difficulty in each of the personal computer applications studied. |
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| <u>F10</u> | Students recognize how class exercises and projects can be practically applied outside the classroom. |
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| <u>F13</u> | Students are evaluated and graded on how well they conform to requirements in the course syllabus. |
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| <u>F15</u> | Students function as part of a team in the classroom setting. |
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| <u>F16</u> | The purpose of this class is for students to assess their strong/weak points regarding personal computer applications and take corrective action to improve their skills. |

VII: Course requirements and grade computation:

A. College Requirements:

1. A written comprehensive final examination, not to exceed three hours in length, shall be given at the end of each semester for each course at the regularly scheduled time. Any exceptions to these requirements must be approved by the appropriate dean. Other examinations are given at the discretion of the instructor.

A student who must be absent from a final examination should petition that instructor for permission to postpone the examination. A student absent without permission from a final examination is graded "F". Postponed examination result in a grade of "I". The final exam must be taken within 120 calendar days from the end of the semester or the grade automatically becomes an "F". (San Antonio College Bulletin, Faculty Handbook – January 1995)

B. Departmental Requirement:

Workload: Students are responsible for reading and studying each chapter PRIOR TO class lecture and discussion of the chapter. **THIS IS VERY CRITICAL.** Your success in this class is dependent upon your continued commitment to maintaining a daily study time outside the classroom. You must stay current.

C. Instructor Requirements: Varies

Grading Scale:

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

VIII:

College Policies:

- A. San Antonio College does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs or services.
- B. "Students are urged not to bring children to either a class or a lab. Minors under the age of twelve (12) must not be left unattended on campus." College Academic Council – April, 1998
- C. ADA Statement: "As per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, if accommodation is needed contact the Office of DisABILITY Support Services, CAC 124C, Phone: (210) 733-2347"

- D. A Rapid Response Team exists for the purpose of responding to emergencies. If you have a disability that will require assistance in the event of a building evacuation, notify Disability Support Services, Chance Academic Center 124C, Phone: (210) 733-2347.
- E. Academic Dishonesty: Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic Dishonesty includes, but is not limited to cheating on a test, plagiarism and collusion. For additional information refer to the "Student Code of Conduct": in the San Antonio College Bulletin.
- F. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library. College Academic Council, 01/2000.
- G. San Antonio College Attendance Policy: Regular and punctual attendance is required. A student absent for any reason is responsible for all work missed. Absences are recorded from the first day of class. A student absent the equivalent of two weeks of instruction, may be dropped by the instructor with a grade of "W." Both tardiness and early departure from class are forms of absenteeism. The instructor establishes the policy with regard for each.
- H. San Antonio College is a smoke free campus.
- I. ACCD DPS Emergency Phone Numbers:
ACCD DPS Emergency Phone (210) 222-0911
ACCD DPS General Phone (210) 208-8099
ACCD DPS Weather Phone (210) 208-8189 -
(For information on college closures)
- J. Students must also abide by the policies, procedures, and rules set forth in the "Student Code of Conduct" and all other policies set forth in the San Antonio College Bulletin. www.accd.edu/sac/sacmain/schedule/SAC_Bulletin_05-06.pdf

IX. Miscellaneous Information

1. Retention Period For Student Work, Exams, etc:

Student papers and exams will be retained for one semester after the completion of the course.

2. Business Department

For degree plans, general syllabi outlines, and other information on your current course and faculty, please visit the Business Department website at: <http://www.accd.edu/sac/business> or contact us at (210) 733-2700.

3. Business Computer Lab

The Business Computer Lab is a student lab that is open to any Business Department student majoring in any of the departments programs and/or taking any department course. For more information, please contact the BCL at (210) 785-6058 or visit us on the web at <http://www.accd.edu/sac/business/lab>.