

BRAZOSPORT COLLEGE

LAKE JACKSON, TEXAS

SYLLABUS

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

PREPARED BY:	_____	DATE:	_____
	INSTRUCTOR		
RECOMMENDED BY:	_____	DATE:	_____
	DIVISION CHAIRMAN		
RECOMMENDED BY:	_____	DATE:	_____
	DEAN		
APPROVED:	_____	DATE:	_____

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.

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COURSE EVALUATION

STUDENT EVALUATION

- A. Quizzes will account for no more than 35% of the total grade. May include Windows, Word, Excel, Access, PowerPoint and textbook quizzes and tests.
- B. Projects (from Mastering Applications) will account for no more than 15% of the total grade.
- C. Research will account for no more than 10% of the total grade.
- D. Student Project/Presentation will account for no more than 20% 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.

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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 addressed in the course:

1. State the concepts, which define a computer.
2. Describe various computer uses.
3. Describe data hierarchy.
4. Explain basic CPU operation.
5. Convert memory size measurement units.
6. Identify factors affecting computer performance.
7. Convert between binary and decimal number systems.
8. Define computer input and output.
9. Describe several I/O devices.
10. Name secondary storage systems.
11. Define computer compatibility.
12. Describe four computer categories.
13. Describe two software categories.
14. Name main system software components.
15. Identify operating system capabilities.
16. Define computer programming.
17. Name common programming languages.
18. Compare magnetic and optical storage concepts.
19. Draw computer network diagrams.
20. Define "user interface".
21. Describe three different types of user interface.
22. Define multimedia.
23. Discuss the licensing and copyright of computer software.
24. Name popular microcomputer application software.
25. Define integrated application software.
26. Describe logical file storage concepts.
27. Describe general word processor features.
28. Describe data manager features.
29. Distinguish between a database and a DBMS.
30. Define hypertext.
31. Discuss the concepts of physical file storage on disk.
32. Describe basic electronic spreadsheet features.
33. Define computer graphics software.
34. Name and describe three types of computer memory.

35. Describe how computers increase privacy invasion danger.
36. Name several computer careers.
37. Demonstrate computer ethics awareness.
38. Demonstrate safe work habits.
39. Create word processing document.
40. Edit a word processing document.
41. Format a word processing document.
42. Demonstrate saving, loading, and printing of a word processing document.
43. Create a simple spreadsheet.
44. Modify a spreadsheet numeric and label format.
45. Demonstrate saving, loading, and printing of a spreadsheet.
46. Create a database file.
47. Manipulate database records.
48. Create a database report.
49. Describe the make up of the Internet.
50. Send and receive an E-mail message.
51. Perform a search of the WWW.

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LEARNING OUTCOMES

Perspectives:

1. Individual and society/world; cultural and ethnic diversity
Research Paper
2. Individual, political, economic and social aspects of life; being a responsible member of society
Research Paper
3. Health and wellness
Research Paper
4. Technology and science: use and understanding
Research Paper
5. Personal values for ethical behavior
Final
6. Ability 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
SAM Test & Comprehensive Final Exam
2. Demonstrate mastery of MS Word.
SAM Word Test & Comprehensive Final Exam
3. Demonstrate mastery of MS Excel
SAM Excel Test & Comprehensive Final Exam
4. Demonstrate mastery of MS Access
SAM Access Test & Comprehensive Final Exam
5. Demonstrate mastery of MS PowerPoint
SAM PowerPoint Test & Comprehensive Final Exam
6. Demonstrate the ability to use concepts and vocabulary to do research on technology
Research grade (Article Summaries plus Research Paper)

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Syllabus
BCIS 1405 Business Computer Applications

Instructor: Sharon Gregory **Office:** n/a – Adjunct Faculty
Office Phone: n/a – Adjunct Faculty **E-mail:** sharon.gregory@brazosport.edu
Alt. Phone: (832) 443-3503

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

BCIS 1405 Bundle. Includes: Discovering Computers and Microsoft Office 2010 and SAM On-Line Training. ISBN-13: 978-1-285-87682-5.

* Available from the Bookstore or from <http://www.cengagebrain.com/micro/brazosportBCIS>

LAB REQUIREMENTS

None

ATTENDANCE AND WITHDRAWAL POLICIES

The class meets for 3 lecture hours and 2 lab hours per week. Each student will spend at least 6 hours per week preparing for class. Attendance is critical in this class. Attendance will be taken each class period.

Fall and Spring 15-week Semesters	
Class Meetings	Maximum absences before being dropped
One per week	2
Two per week	4

COURSE REQUIREMENTS AND GRADING POLICY

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

Tests/Quizzes:	35%
Microsoft Projects:	15%
Student Project & Presentation:	20%
Research & Presentation:	10%
Final Exam:	20%
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Total	100%

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

A	90% or better
B	80-89.9%
C	70-79.9%
D	60-69.9%
F	below 60%

TESTS

Tests will be given in the classroom on the dates noted. Students **MUST** be in class to take the test. A student that arrives late to class after a student has already completed the test will not be allowed to take the test.

ASSIGNMENTS

Assignments will be given in class and you will have some time in class to work on them. They are due at the **beginning** of class on the date noted.

MAKE-UP POLICY

Tests and assignments are already noted on the syllabus. Students **MUST** notify the instructor ahead of time if they are going to miss an exam or a test in order to make other arrangements. This will only be allowed **ONE** time. A second missed test or assignment will result in a grade of zero for that assignment or test.

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.

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> (click on the link found on the left side of the homepage).

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.

ADDENDUM A SCANS COMPETENCIES

BCIS 1405 Business Computer Applications

	Competency Reference	Application
1.	Resource Time Management, Facilities/Materials, Human Resources	Time, materials, and human resources must be effectively managed in the lab environment.
2.	Interpersonal Leadership, Part. as Team Member, Works with Diversity	Students are encouraged to work in teams helping others, but they are told to do their own assignments.
3.	Information Acquiring, Organizing, Interpreting	Students are introduced to the use of computers through word processing, spreadsheet, and DBMS software.
4.	Systems, Understanding Organizational Systems, Technological Systems, Social Systems	N/A
5.	Technology Selecting, Applying, Maintaining	Students are introduced to the application of technology to specific tasks - computerized word processing and spreadsheets, for example.
6.	Basic Skills Reading, Writing, Mathematics, Speaking, Listening	Students must read assignments and write essay answers for some assignments. Learning number systems requires arithmetic practice.
7.	Thinking Skills Decision Making, Problem Solving, Learning Techniques	Most labs cause the student to call on their creative and problem solving skills. They must first perceive the problem and then find a way to get the data in the right form so the answers shed light on the problem at hand.
8.	Personal Qualities Responsibility, Sociability, Integrity/Honesty	Students will be required to monitor their time, especially on labs, lab exams, and on the final exam. It is the student's responsibility to turn their labs in on time.

CLASS SCHEDULE

The following is a tentative schedule for the course. The instructor reserves the right to make schedule changes based on the needs of the students in the class.

Wk	<i>Discovering Computers & Microsoft Office 2010</i>	Lecture Topic, SAM Labs/Practice	Due Dates Assignments/Tests*
1	Welcome/Intro Chapter 1	Review Syllabus, Introductions, Setting up/using SAM, Setting up/using Canvas Introduction to Computers	
2	Chapter 2 & Special Feature Chapter 3 & Special Feature	The Internet and WWW, Making use of the Web, Application Software, Digital Video Technology, Introduce Student Project	ASSIGNMENT 1 (R)
3	Chapter 4 & Special Feature	Operating System & Utility Programs, Digital Comm., Continue Scoping Student Projects Test – Chapters 1-4 including special features	ASSIGNMENT 2 (R) TEST 1 (T)
4	Chapter 5 & Special Feature OFF 1-80 IE 1-70	Security, Safety, Ethics & Privacy & Buyers Guide, Office 2010 and Windows 7, Internet Explorer, Finalize Scope of Student Projects	ASSIGNMENT 3 – Wins 7, IE (R)
5	WD1-64 WD-65-136	Word: Chapter 1 Word: Chapter 2	ASSIGNMENT 4 – WORD (P)
6	WD-137-199	Word: Chapter 3 Test – Chapter 5, OFF, IE, Word	ASSIGNMENT 5 – WORD (MS) TEST 2 (T)
7	EX 1-63	Excel: Chapter 1	
8	EX 65-134	Excel: Chapter 2	ASSIGNMENT 6 – EXCEL (P)
9	EX 137-221	Excel: Chapter 3 Test - Excel	ASSIGNMENT 7 – EXCEL (MS) TEST 3 (T)
10	AC 1-72 AC 73-135	Access: Chapter 1 Access: Chapter 2	ASSIGNMENT 8 – ACCESS (P)
11		Access: Chapter 2 (cont) Test – Access	ASSIGNMENT 9 – ACCESS (MS) TEST 4 (T)
12	PPT 1-70 PPT 73-136	Power Point: Chapter 1 Power Point: Chapter 2	ASSIGNMENT 10 (MS)
13	Projects	Test – Powerpoint Review Student Project Deliverables – build plan for finishing project	TEST 5 (T) Work on Projects
14	Projects	No Class – Thanksgiving Week	Work on Projects
15	Project Projects	Project Presentations	Powerpoint Project Presentations Due (P) Access DB for Project (P) Oral Presentation for Project (P)
16	N/A	FINAL EXAMS	FINAL EXAM WEEK (F)

* NOTE: Under Assignments/Tests the following denotes which category this activity fits into grading wise: MS = Microsoft Project, R = Research, T= Test, P = Student Project, F = Final Exam.

STUDENT PROJECT

Students will be asked to create an imaginary company. The student will define what services/products their company offers, the number of employees, the size of their budget, etc. Once defined, the student will create necessary documents and files for the business such as an overview, company letter head, a budget, an employee database, etc. These will be done as assignments. The student will conclude their project by creating a powerpoint presentation and presenting to the class information about their company and how they utilized MS Word, MS Excel, MS Access and MS Powerpoint in creating the necessary back-end business “infrastructure” to support their business.

Specific Deliverables will be:

- 2 Word documents (company letter head and a one-page summary)
- Excel spreadsheet to track an agreed to asset/activity at the company
- An access database used to manage an agreed to company function which will have a design component and the actual database.
- A powerpoint presentation
- An oral presentation

Each of these components will be worth 20% of the overall student project grade. A separate grading rubric for each will be provided at the time of the assignment.

ASSIGNMENTS

Assignment 1: Web Research

Review the web research items from Chapter 1 (page 36) and Chapter 2 (page 78). Choose any two of these. Follow the instructions and turn each one in as a separate document.

Assignment 2: Research:

Now that you've learned about the history of computing, the internet, types of applications software and operating systems it is time to see what the “real world” is doing. Identify a friend or family member who works for a company. Interview them to find out how they use computing in their job. What sort of computers, the applications they run, the operating system, etc. Touch on many of the topics covered in Chapter 4 and 5 when writing about their applications and operating system. Your research should be summarized in a 150-200 word document and needs to be grammatically correct.

Assignment 3: Research – What is the right computer?

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. You will be given a detailed research outline that you should follow when doing your research.

Assignment 4: Word (Student Project Deliverable)

This assignment involves creating a couple simple word documents. It will test your skills in formatting text, paragraphs, bullet lists, using headers/footers, borders, and adding graphics. The topic of this assignment will be that of creating several key documents for your business: (1) Company letter head and (2) One Page Summary of your business. More detail for each of these will be given at the time the assignment is made.

Assignment 5: Word (SAM Project)

This is a word assignment you will do in the SAM on-line tool which allows you to use your skills in the following areas: headers, footers, table of contents, footnotes, citations, table of contents, bibliographies, paragraph formatting, picture formatting, templates and page options. More detail for this assignment will be given at the time the assignment is made.

Assignment 6: Excel (Student Project Deliverable)

This is a simple excel assignment which will test your skills in formatting cells, creating simple formulas, setting pages up for printing, adding headers/footers, adding gridlines and freezing frames for scrolling. The topic of this assignment will be that of creating two spreadsheets that you will use in your business. More detail for each of these will be given at the time the assignment is made.

Assignment 7: Excel (SAM Project)

This assignment will be done in the SAM On-line tool and will cover a wide range of excel concepts covered in all of the excel chapters. More detail for this assignment will be given at the time the assignment is made.

Assignment 8: Access (Student Project Deliverable)

This assignment will deliver the database design for your student project. It will involve deciding what you will build, designing the tables and their relationships and documented what forms, queries and reports you will need. More detail for this assignment will be given at the time the assignment is made.

Assignment 9: Access (SAM Project)

This assignment will be done in the SAM On-line tool. This assignment will allow you to exercise some simple MS Access functions allowing you to understand more fully the capabilities of the product. You will be asked to create tables, create relationships, create forms, create queries, create reports and save these in the database. You will create this database to manage your business' employee information (pay, assignments, personal information, etc.). More detail for this assignment will be given at the time the assignment is made.

Assignment 10: Powerpoint (SAM Project)

This assignment will be done in the SAM on-line tool. You will have the opportunity to do things like: insert graphics, add text to each slide, add a footer, add animations, transitions, change the theme, use the notes page, update the master slide and much more. More detail for this assignment will be given at the time the assignment is made.

TESTS

Test 1: Introduction to Computers (Chapter 1), The Internet and World Wide Web (Chapter 2), Making use of the Web (Special Feature), Application Software (Chapter 3), Digital Video Technology (Special Feature), Operating Systems and Utility Programs (Chapter 4), Digital Communication (Special Feature)

Test 2: Computer Security and Safety, Ethics, and Privacy (Chapter 5), Office 2010 and Windows 7 (OFF 1-80), Internet Explorer (IE 1-70), Word (WD 1-200)

Test 3: Excel Chapters 1-3 (EX 1-233)

Test 4: Access Chapters 1-3 (AC 1-136)

Test 5: Power Point Chapters 1-2 (PPT 1-200)

Final Exam: Comprehensive