



Course Syllabus

BCIS 1305 – Business Computer Applications

Revision Date: 08/22/2016

Catalog Description: This course introduces computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

Lecture hours = 3, Lab hours = 0

Prerequisites: None

Semester Credit Hours: 3

Lecture Hours per Week: 3

Lab Hours per Week: 0

Contact Hours per Semester: 48

State Approval Code: 1102025404

Core Components and Related College Student Learning Outcomes

This course counts as part of the academic requirements of the Panola College Core Curriculum and an Associate of Arts or Associate of Science degree. Yes No: If no, skip to Instructional Goals.

The items below marked with an X reflect the state-mandated outcomes for this course **IF this is a CORE course:**

- Critical Thinking Skills – to include creative thinking, innovation, inquiry and analysis, evaluation and syntheses of information
 - CT1: Generate and communicate ideas by combining, changing, or reapplying existing information
 - CT2: Gather and assess information relevant to a question
 - CT3: Analyze, evaluate, and synthesize information
- Communication Skills – to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
 - CS1: Develop, interpret, and express ideas through written communication
 - CS2: Develop, interpret, and express ideas through oral communication
 - CS3: Develop, interpret, and express ideas through visual communication
- Empirical and Quantitative Skills – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
 - EQS1: Manipulate and analyze numerical data and arrive at an informed conclusion
 - EQS2: Manipulate and analyze observable facts and arrive at an informed conclusion
- Teamwork – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
 - TW1: Integrate different viewpoints as a member of a team
 - TW2: Work with others to support and accomplish a shared goal

- Personal Responsibility – to include the ability to connect choices, actions, and consequences to ethical decision-making
 - PR1: Evaluate choices and actions and relate consequences to decision-making
- Social Responsibility – to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
 - SR1: Demonstrate intercultural competence
 - SR2: Identify civic responsibility
 - SR3: Engage in regional, national, and global communities

Instructional Goals and Purposes:

Panola College's instructional goals include 1) creating an academic atmosphere in which students may develop their intellects and skills and 2) providing courses so students may receive a certificate/an associate degree or transfer to a senior institution that offers baccalaureate degrees.

The purpose of this course is to fulfill academic requirements of an Associate of Arts, an Associate of Science degree, an Associate of Applied Science degree or a certificate at Panola College.

Learning Outcomes:

After studying all materials and resources presented in the course, the student will be able to:

1. Describe the fundamentals of Information Technology (IT) infrastructure components: hardware, software, and data communications systems.
2. Explain the guiding principles of professional behavior in computing.
3. Demonstrate proper file management techniques to manipulate electronic files and folders in a local and networked environment.
4. Use business productivity software to manipulate data and find solutions to business problems.
5. Explain the concepts and terminology used in the operation of application systems in a business environment.
6. Identify emerging technologies for use in business applications.
7. Complete projects that integrate business software applications.

Course Content:

A general description of lecture/discussion topics included in this course are listed in the Learning Objectives section of this syllabus.

Students in all sections of this course will learn the following content:

1. Computer Basics
 - a. Define computer and identify the basic computing functions.
 - b. Identify types of hardware devices and their uses.
 - c. Identify types of software and their uses.
 - d. Identify ethically responsible and safe computing practices.
 - e. Describe networks.
 - f. Define network terms.
2. Business Productivity Software
 - a. Terms and concepts as they relate to Word, Excel, Access, and PowerPoint.
 - b. Skills required to use Word, Excel, Access, and PowerPoint to manipulate data and create solutions to business problems.
3. Final Topic
 - a. Identify emerging technologies for use in business application.

Methods of Instruction/Course Format/Delivery:

This course is offered in the following formats: Traditional (face-to-face), Hybrid, and Online

Learners in the traditional class, hybrid class, and online class will have access to this course via the current Learning Management System. Learners in the traditional class and hybrid class will meet regularly for discussion on the new material. Learners in the online class will only be required to meet with the instructor or the proctor in a verified testing center for exams. Details will be posted in the Learning Management System.

All assignments will be completed and submitted via the current Learning Management System or the MYITLAB Web site.

Learners may complete the following using the MYITLAB site: a) A MINIMUM of two proctored exams; b) Skills training and quizzes; c) Graded project homework and assessment quizzes; d) Concepts quizzes; e) a Final Exam.

Learners in both the traditional, hybrid, and Internet classes should use the messaging (email) component of the current Learning Management System to communicate with the instructor and others in the learning community. If you are unable to contact the instructor using this method, you may use the instructor's Panola College email address. Panola College instructors attempt to respond to all email within 24 hours when on campus or during virtual office hours. Always include a subject line and your name in your email.

Major Assignments / Assessments:

The following items will be assigned and assessed during the semester and used to calculate the student's final grade.

Assignments

1. Concepts Quizzes

For each chapter assigned (or group of chapters), the learner may complete a quiz on the terms and concepts introduced.

Other quizzes or activities that will allow the learner to show mastery of course outcomes.

2. Skills Quizzes

For each chapter assigned (or group of chapters), the learner may complete a quiz on the skills introduced.

Assessment(s)

Major Exams

1. A minimum of two proctored exams will be assigned per semester.
2. A final exam will be assigned.

Course Grade:

The grading scale for this course is as follows:

Major Exams	60%
Other Activities	40
90 and above	A
80 – 89	B
70 – 79	C
60 – 69	D
Under 60	F

Texts, Materials, and Supplies:

- MyITLab with Pearson eText Access Card for GO! with Office 2016
ISBN-10: 0134497910%
ISBN-13: 9780134497914
Authors:
Shelley Gaskin, Alicia Vargas, Debra Geoghan, & Nancy Graviett
Publisher: Pearson
Copyright: 2017
- Access to a reliable computer and high-speed Internet.
- Access to Microsoft Office 2016 (Word, Excel, Access, PowerPoint)
- Student data files and lab instructions (details provided in the Learning Management System)

NOTE: Purchase ONE code.

The GO! with Office 2016 (with eText) will allow access to required materials the following courses:

- BCIS 1305 (Business Computer Applications)
- ITSW 1407 (Database)
- ITSW 1410 (Intro to Presentation Graphics)

Required Readings:

- E-Text included with the GO! with Office 2016 access code.
- Other reading activities regarding information required in the course outcomes.

Recommend Readings:

Supplemental reading will be provided as handouts or an Internet link.

Other:

- For current texts and materials, use the following link to access bookstore listings:
<http://www.panolacollegestore.com>
- For testing services, use the following link: <http://www.panola.edu/elearning/testing.html>
- If any student in this class has special classroom or testing needs because of a physical learning or emotional condition, please contact the ADA Student Coordinator in Support Services located in the Administration Building or go to <http://www.panola.edu/student-success/disability-support-services/> for more information.
- Withdrawing from a course is the student's responsibility. Students who do not attend class and who do not withdraw will receive the grade earned for the course.
- Student Handbook, *The Pathfinder*: <http://www.panola.edu/student-success/documents/pathfinder.pdf>