

# BCIS 1305 Section 273 (MW) Business Computer Applications

Fall 2019

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**Office Hours:** See Additional Handout  
**Location:** 120A Lubbock Center

**Class Time:** Section 273:  
MW  
Lecture:I-NET  
Lab: 1:00-2:15PM  
**Location:** Section 273:  
LBC 113

**Email:** bwalton@southplainscollege.edu  
**Remind:** @1305-273

**Blackboard:** <http://southplainscollege.blackboard.com/>

**MyITLab:** <http://myitlab.com>

**VirtualDesktop:** <https://view.southplainscollege.edu/>

## COURSE DESCRIPTION:

This course is an overview of computer information systems. It introduces computer hardware, software, procedures, systems, and human resources. As a student in this course, you will learn the most important topics of Microsoft Office 2019/365. No prior computer experience is assumed. First you will become familiar with essential computing concepts and the Windows 10 operating system. Then, you will learn file management, the basics of browsers and e-mail, and overview Microsoft Office 2019/365. The first application unit covers Microsoft Word 2019/365, followed by a unit on Microsoft Excel 2019/365. Next, you will learn to create, build, and maintain a Microsoft Access 2019/365 database. The last application you will cover is Microsoft PowerPoint 2019/365, where you will create, apply and modify a presentation.

## COURSE GOALS AND OBJECTIVES:

- Learn basic concepts related to microcomputer operation.
- To achieve working knowledge and skills in operation of a microcomputer.
- Obtain hands-on experience with microcomputers and survey major microcomputer software used to solve business problems.
- Demonstrate skills in solving business problems using four types of software tools.

# Course Competencies

## Computing Concepts

### Operating Systems

- Define the purpose of an operating system
- Define a computer and describe how computers have become an inbedded part of society
- Discuss the impact of the operating system on the choice of application software
- Compare and contrast various operating systems
- Demonstrate resource functions: File Management: move, delete, and re-name files; create and copy subdirectories; optimize data storage; and change devices, directories, and paths

### Computer Hardware

- Define computer hardware
- Examine the different types of input and output devices

### Software

- Define computer software
- Distinguish the difference between operating system software and application software
- Identify the major categories of applications(word processing, spreadsheets, databases, and presentation software)
- Evaluate the distinguishing characteristics of each application software for various productivity needs
- Outline the preparations required before purchasing software

### Computer Security

- Define computer security
- Discuss the impact of computer crime
- Define a computer virus, spyware, phishing and computer hacking

### Networking

- Define computer networks
- Discuss the Internet and World Wide Web
- Analyze the validity of information discovered on the Internet
- Demonstrate the use and value of networks for transferring data from across the room to around the world

### Electronic Communication

- Define electronic communication
- Demonstrate various forms of electronic communication
- Evaluate the value of these forms of communication on society
- Discuss the proper ettiquete for using these forms of electronic communication in professional context

### Research Tools

- Define search engines and how to use them

## Emerging Technologies

- Discuss emerging technologies (such as blogging, social bookmarking, podcasting, and wikis)
- Evaluate how emerging technologies can be utilized in professional context.

## Word

Demonstrate **basic** word-processing skills in creating and modifying text documents.

- Create, save, retrieve, and print documents
- Use Spelling and Thesaurus
- Edit and format documents using multiple features, tools, and commands

Demonstrate **advanced** word-processing skills in creating and modifying text documents.

- Integrate graphics
- Create and format tables
- Utilize reference tools
- Apply styles in professional and academic content
- Utilize Mail Merge

## Excel

Create, modify, and utilize basic spreadsheets

- Create and copy formulae to accomplish simple mathematical calculations
- Create, save, retrieve, and print (regular and formula views) workbooks
- Edit and format workbooks using multiple features, tools, and commands
- Utilize Functions
  - Determine the appropriate function for a specific task
  - Correctly implement the function
- Utilize What-if-Analysis concepts and tools such as Goal Seek
- Create and format charts based upon specific instructions
- Print all workbook elements

## Access

Data base File Management

- Demonstrate and practice File Management practices
- Back up, compact, and repair Access Files

Create and Design Databases

- Format Data (Fields and Records)
- Create Tables

Explore, describe, and navigate among the objects in an Access Database

- Tables
  - Add, modify, and delete fields and records
  - Create Filters
  - Sort Table Data on one or more fields
  - Use the Relationship Window
  - Understand Relational Power
  - Understand and establish Table relationships
- Create, modify, and utilize Custom Forms
- Create, modify, and utilize Query
- Create, modify, and utilize a Report

Print all database elements

## Power Point

- Create, modify, and utilize PowerPoint presentations for business and academics
- Print all PowerPoint elements

## Integration

- Integrate information from two or more applications

## MATERIALS NEEDED:

- Textbook: *Exploring Microsoft Office 365 2019 Edition*, Pearson.
  - Package Contains MyITLab Access Code. This is required
- Thumb Drive
- Microsoft Office 2019/365 Professional Suite (Word, Excel, Access, PowerPoint or at least have access to it). This is available in the computer labs at Lubbock, Levelland, & Reese.

**ATTENDANCE:** Students are expected to attend all class meetings. Two late arrivals to class will be considered an absence. Three consecutive absences, four total absences, or three late/missed assignments will be cause for the student to be dropped from this class. Missed assignments can/will be treated as absences. This drop will be initiated by the instructor.

It is the responsibility of each student to monitor his or her progress in the course and to request conference time with the instructor if there are questions or problems. Your questions and any discussions regarding course material are encouraged at all times.

THE INSTRUCTOR RESERVES THE RIGHT TO CHANGE ANY PORTION OF THIS SYLLABUS AT ANY TIME.

**HOMEWORK:** Homework and due dates are posted at the beginning of the semester. If you are absent from a class, you are **still required** to turn in any homework that is due on the day it is due. You must consult the website, come see me, or ask a classmate for missed work. **NO late homework will be accepted.**

**GRADING POLICY:** Final grades will be calculated as follows:

Attendance/Participation	10%
Homework Average	30%
Exams	40%
Team Project	20%
Total:	100%

Each exam is announced prior to the test. There are practice exams that you can take under Blackboard that will help you study for the exams and do not count against you. There are **NO** make-up exams.

Numeric grades will be given on all tests and assignments based on the following scale:

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

**CLASS TIME:**

All students are required to spend the full allotted class time working on assignments for **THIS** class only. The playing of computer games, Internet chatting and/or surfing, or working on assignments for other classes will not be permitted at any time.

**ADDITIONAL INFORMATION:**

Smoking is not allowed in any SPC facility. Food or drinks will be allowed in designated areas only and not permitted in classrooms, laboratories, library, shops, elevators, etc. Cellular phones should be turned off during class time. Copying or removing copyright materials from the computer labs is in violation of the law and is strictly prohibited. Your cooperation is certainly appreciated and will benefit the overall learning environment.

**SCANS:**

SCANS competencies incorporated within the structure and content of this class include: C1,C3,C5,C6,C7,C8,C15,C16,C17,C18,C19,C20

SCANS foundation skills incorporated within the scope of instruction and performance of this class include: F1,F2,F3,F4,F5,F6,F7,F8,F9,F10,F12,F13,F14,F15,F16,F17

## SCANS COMPETENCIES

- C-1 TIME-Selects goal relevant activities, ranks them, allocates time, and prepares and follows schedules.
- C-2 MONEY-Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives.
- C-3 MATERIALS & FACILITIES-Acquires, stores, allocates, and uses materials or space efficiently.
- C-4 HUMAN RESOURCES-Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

### INFORMATION-Acquires and Uses Information

- C-5 Acquires and evaluates information
- C-6 Organizes and maintains information.
- C-7 Interprets and communicates information.
- C-8 Uses computers to Process information.

### INTERPERSONAL-Works With Others

- C-9 Participates as members of a team and contributes to group effort.
- C-10 Teaches others new skills.
- C-11 Serves clients/customers-works to satisfy customer's expectations.
- C-12 Exercises leadership-communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.
- C-13 Negotiates-Works toward agreements involving exchanges of resources resolves divergent interest.
- C-14 Works with Diversity-Works well with men and women from diverse backgrounds.

### SYSTEMS-Understands Complex Interrelationships

- C-15 Understands Systems-Knows how social, organizational, and technological systems work and operates effectively with them.
- C-16 Monitors and Correct Performance-Distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.
- C-17 improves or Designs Systems-Suggest modifications to existing systems and develops new or alternative systems to improve performance.

### TECHNOLOGY-Works with a variety of technologies

- C-18 Selects Technology-Chooses procedures, tools, or equipment including computers and related technologies.
- C-19 Applies Technology to Task-Understands overall intent and proper procedures for setup and operation of equipment.
- C-20 Maintains and Troubleshoots Equipment-prevents, identifies, or solves problems with equipment, including computers and other technologies.

## FOUNDATION SKILLS

### BASIC SKILLS-Reads, writes, performs arithmetic and mathematical operations, listens and speaks

- F-1 Reading-locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
- F-2 Writing-Communicates thoughts, ideas, information and messages in writing, and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
- F-3 Arithmetic-Performs basic computations, uses basic numerical concepts such as whole numbers, etc.
- F-4 Mathematics-Approaches practical problems by choosing appropriately from a variety of mathematical techniques.
- F-5 Listening-Receives, attends to, interprets, and responds to verbal messages and other cues.
- F-6 Speaking-Organizes ideas and communicates orally.

### THINKING SKILLS-Thinks creatively, makes decisions, solves problems, visualizes, and knows how to learn and reason

- F-7 Creative Thinking-Generates new ideas.
- F-8 Decision-Making-specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.
- F-9 Problem Solving-Recognizes problems and devises and implements plan of action.
- F-10 Seeing Things in the Mind's Eye-Organizes and processes symbols, pictures, graphs, objects, and other information.
- F-11 Knowing How to Learn-Uses efficient learning techniques to acquire and apply new knowledge and skills.
- F-12 Reasoning-Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

### PERSONAL QUALITIES-Displays responsibility, self-esteem, sociability, self-management, integrity and honesty

- F-13 Responsibility-Exerts a high level of effort and preservers toward goal attainment.
- F-14 Self-Esteem-Believes in own self-worth and maintains a positive view of self.
- F-15 Sociability-Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
- F-16 Self-Management-Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.
- F-17 Integrity/Honesty-Chooses ethical courses of action.

## **CAMPUS GUIDELINES**

### **CHILDREN ON CAMPUS**

Many of the students attending classes at South Plains College are also parents who value the opportunity to participate in higher education. Sometimes students are faced with the decision of whether to remain at home with their children, bring children with them to class, or be absent from class. The following guidelines address concerns for the safety of children on campus and provide for an environment conducive to learning:

1. **Students are not allowed to bring children to class** and will be asked to leave in the interest of providing an environment conducive for **all** students enrolled in the class. Students are responsible for adherence to the attendance requirements set forth by the instructor in the course syllabus.
2. **Children may not be left unattended.** In order to provide for the safety of children on campus, parents or other guardians are responsible for supervising children while utilizing services or conducting business on campus.
3. **Disruptive children will not be allowed to interfere with college business.** Parents or other guardians are responsible for supervising and controlling the behavior of children they have brought on campus.

### **AMERICANS WITH DISABILITIES ACT STATEMENT**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

### **DIVERSITY STATEMENT\***

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

(\*Developed by the Title III summer 2001 participants as part of the training opportunity, May-June 2001, South Plains College).

### **GENERAL SAFETY ON CAMPUS**

South Plains College recognizes the importance of safety on campus. The protection of persons and property is a responsibility which we all share. Personal safety begins with the individual. The following guidelines are intended to assist you in protecting yourself and to encourage practices that contribute to a safe environment for our campus community.

- Never leave your personal property unsecured or unattended.
- Look around and be aware of your surroundings when you enter and exit a building.
- Whenever possible, avoid walking alone, particularly after dark. Walk to your vehicle with other class members or request that the Security Guard walk you to your car.
- When approaching your vehicle, keep your keys in your hand; look under your car and in the back seat and floorboard. Lock the doors as soon as you are inside your car.

### **FOOD AND DRINK IN CLASSROOMS**

It is the policy of South Plains College not to permit food or drink in the classrooms or laboratories.

**In case of emergency, contact the following numbers but DO NOT leave a voice mail message:  
716-2338 - Levelland Campus 716-4677 – Lubbock Center 716-2923 - Reese Center (mobile 893-5705)**