

BUSINESS COMPUTER APPLICATIONS

BCIS 1305

COMPUTER INFORMATION SYSTEMS DEPARTMENT

TECHNICAL EDUCATION DIVISION

LEVELLAND CAMPUS

SOUTH PLAINS COLLEGE

2018-2019

## SCANS COMPETENCIES

RESOURCES: Identifies, organizes, plans and allocates resources.

- 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 interests.
- 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--Suggests 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 towards 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.

## COURSE SYLLABUS

COURSE TITLE: Business Computer Applications  
INSTRUCTOR: Jesse Day  
OFFICE LOCATION: TC 207  
PHONE: 716- 2255  
E-MAIL: [jday@southplainscollege.edu](mailto:jday@southplainscollege.edu)  
OFFICE HOURS: MW – Levelland: 09:30–10:00AM, Reese: 5:15–5:30PM and 6:45–7:00PM  
TR – Levelland: 01:00 PM – 02:30 PM  
Friday – Levelland: 10:00 AM – 01:30 PM (By Appointment)

### SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE

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#### I. GENERAL COURSE INFORMATION

A. Students will study 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.

#### B. Course Learning Outcomes:

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.

#### C. Academic Integrity:

It is the aim of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present assignments, which he or she has not honestly performed, is regarded as a serious offense. The offender is liable to the consequences for cheating and plagiarism as described in the SPC catalog in sections, “Academic Integrity and “Student Conduct.”B.

#### D. SCANS and Foundation Skills:

The Secretary’s Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor to determine the skills that are needed to succeed in the world business. Eleven skill areas were identified. Three of these are identified as foundation skills involving reading, writing and mathematics. The other eight areas refer to workplace skills, such as working with clients and co-workers. SCANS and Foundation Skills covered in this course: C-1, C-2, C-3, C-4, C-5, C-6, C-7, C-8, C-9, C-10, C-11, C-12, C-13, C-14, C-15, C-16, C-17, C-18, C-19, C-20, F-1, F-2, F-3, F-4, F-5, F-6, F-7, F-8, F-9, F-10, F-11, F-12, F-13, F-14, F-15, F-16, F-17.

#### II. COURSE REQUIREMENTS

A. **Textbook:** Exploring Microsoft Office 2016 - Vol. 1 with MyITLab, ISBN 9780134774930

#### B. **Required Material:**

- 1 –Flash Drive (250MB or more, IBM formatted)
- 1 – Headphone device

- C. **Attendance Policy:** Whenever absences become excessive and, in the instructor's opinion, minimum course objectives cannot be met due to absences, the student should be withdrawn from the course. The student is expected to be in class on time and participating until dismissal. Points are deducted from the Class Participation grade each time the student is absent for any reason. Records of student's attendance will be maintained throughout the semester. A student can be dropped from this class on the fifth absence.
- D. **Assignment Policy:** Assignments will be given over each topic of discussion and are due as assigned. The student is responsible for keeping up to date and prepared.
- E. **Homework:** This course requires a lab of two hours outside of class. The student will not be able to complete all assignments during scheduled class hours. The student is responsible for completing assignments either by working in the open lab, a computer at home, or other means.
- F. **Examination Policy:** There will be a major exam after each unit and a final exam. Although there is no policy to arrange for makeup exams, under extreme circumstances or official school functions, a makeup exam is only offered on either the Friday morning before or after it is given to the class.
- G. **Grading Policy:** The student's grade will consist of daily assignments, quizzes, class participation, chapter exams and a final. Below is the manner of computing the average:
- H.
  - 30% - Lab Average
  - 25% - Final Project
  - 25% - Exams
  - 10% - Participation
  - 10% - Pretest Credit
  - 100% - Final Grade

### III. ACCOMMODATIONS

- A. **Electronic Assignments:** This class will involve the use of the Internet and some access to discussion groups, forums, bulletin boards, and e-mail programs and/or chat rooms in order to complete the objectives for this class. Topics assigned by the instructor will be relevant to the objectives of this course.
- B.
- C. **Liability Disclaimer:** This is to notify you that the materials you may be accessing in chat rooms, bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.
- D. **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.
- E. **Disabilities 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.
- F. **Non-Discrimination Statement:** South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.
- G. **Title IX Pregnancy Accommodations Statement:** If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email [cstraface@southplainscollege.edu](mailto:cstraface@southplainscollege.edu) for assistance.

#### IV. TENTATIVE COURSE SCHEDULE (based on a two-day week schedule)

Day 1: Introductions including syllabus and course description

Day 2: Hardware

Day 3: Hardware

Day 4: Using the Internet:

Day 5: Using the Internet:

Day 6: Security

Day 7: Security

Day 8: Windows – ECC Exam

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**Due: September 16th**

Day 9: MS PowerPoint 2016 - Lesson 1

Day 10: MS PowerPoint 2016 - Lesson 2

Day 11: MS PowerPoint 2016 - Lesson 3

Day 12: MS PowerPoint 2016 - Lesson 4

Day 13: Finish PowerPoint 2016 – PowerPoint Exam

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**Due: October 7th**

Day 14: MS Word 2016 - Lesson 1

Day 15: MS Word 2016 - Lesson 2

Day 16: MS Word 2016 - Lesson 3

Day 17: MS Word 2016 - Lesson 4

Day 18: Finish Word 2016 – Word Exam

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**Due: October 28th**

Day 19: MS Excel 2016 -Lesson 1

Day 20: MS Excel 2016: Lesson 2

Day 21: MS Excel 2016: Lesson 3

Day 22: MS Excel 2016: Lesson 4

Day 23: Finish Excel – Excel Exam

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**Due: November 18th**

Day 24: Final Project

Day 25: Final Project

Day 26: Final Project

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**Due: November 21st**

Day 27: MS Access 2016: Lesson 1

Day 29: MS Access 2016: Lesson 2

Day 30: MS Access 2016: Lesson 3

Day 31: MS Access 2016: Lesson 4

Day 32: Finish Access

Day 33: Access Exam (Assigned on the Date of the Final Exam)

**Due: Date of Final**