



Course Syllabus

**Business Computer Applications
BCIS1305**

******* Note to Student *******

Student Success is our number one priority at Coastal Bend College and we realize that prompt, effective communication plays a significant role in achieving that goal. It is vitally important that you have the proper contact information for your instructor. This should include their phone number, email address, and if applicable, their office number, and office hours. If you ever have any problems contacting your instructor, or do not receive a prompt response to your inquiries, please contact the Director of Technical Programs, or the Dean of Workforce, as soon as possible. Their contact information is provided below:

Coordinator of Professional Services: Jarod Bleibdrey; 361-354-2339; jbleibdrey@coastalbend.edu

Director of Technical Program, Noemi Aguilar: 361-354-2306; aguilar@coastalbend.edu

Dean of Workforce Programs, Julia Garcia: (830) 569-4222 X1202; jgarcia@coastalbend.edu

Course Description: (ACGM Description) 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. (This course is part of the Business Field of Study Curriculum)

The BCIS 1305 Curriculum will support, extend and enhance the CORE Objectives in the areas of: Communication, Critical Thinking, Empirical and Quantitative Skills, and Teamwork.

Semester Hours Credit: 3

Lecture/Lab Hours: 2/4

Prerequisite: None

Textbook(s):

MARQUEE OFFICE 2013/SNAP/180 BOOKLET

Author: RUTKOSKY

Publisher: Paradigm Publishing

Notes: CONTAINS ACCESS CARD *** NON-RETURNABLE IF OPENED



ISBN: 9780763863395 / 2900763863395

NOTE: THIS IS A MICROSOFT OFFICE 2013 COURSE DONE ON A PC. STUDENTS WILL RECEIVE A 180 DAY VERSION OF OFFICE 2013 WITH THE BOOK IF PURCHASED FROM THE CBC BOOKSTORE. STUDENTS ALSO WILL RECEIVE AN ACCESS CODE FOR THE ASSESSMENT INSTRUMENT—SNAP—IF PURCHASED AT THE BOOKSTORE. THE COURSE MAY NOT BE COMPLETED ON A MAC OR TABLET PC OR USING ANY OTHER VERSION OF OFFICE THAN OFFICE 2013.

End-of Course Outcomes:

1. Students will learn and apply effective communication strategies in a variety of written, oral and multimedia products.
2. Students will learn to use and apply analytical tools to comprehend and manipulate various data types. Students will be required to perform critical analysis on the outputs and be able to explain them in oral and written form.
3. Students will apply critical analysis and evidence critical thinking skills in the application, analysis, synthesis and judgment on a variety of case studies, group projects and data analysis exercises.
4. Students will learn to utilize online research tools and perform online research to produce a solution in the appropriate format.
5. Students will develop social skills and strategies to work effectively in diverse teams and scenarios.
6. The student will develop technical competencies in the areas of :

Basic computer hardware

Operating systems

Teamwork and online collaboration

Basic word processing applications

Basic presentation applications

Basic database applications

Basic spreadsheet applications

Integration of software elements

Business use of the Internet for research
data gathering

Business use of computers and computer applications and

Evaluation Methods:

1. Tests
2. Individual Projects
3. Group Projects
4. Lab Work
5. Simulations

Student Learning Outcomes: Students will utilize critical thinking skills to complete a simulation that utilizes special formatting techniques in Microsoft Word. Assessment for this SLO will be conducted with an online quiz for Chapter 3. The target for this SLO is 90% of the class will pass Chapter 2 quiz with a 70% or better.

ADA Statement: No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College District, or be subjected to discrimination by the College District. Nor shall the College District exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g)

Special Needs Services: Students with special needs, including physical and learning disabilities, who wish to request accommodations in this class should contact the Counseling Office as soon as possible to make arrangements. In accordance with federal law, a student requesting accommodations must provide documentation of disability to the Special Needs Counselor.

For more information, contact: in Alice at sdalice@coastalbend.edu; Beeville at sdbeeville@coastalbend.edu; Kingsville at sdkingsville@coastalbend.edu; and Pleasanton at sdpleasanton@coastalbend.edu

Academic Dishonesty: Each student is charged with notice and knowledge of the contents and provisions of Coastal Bend College's rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Coastal Bend College policies FLB(Local) and FM (Local). Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

See at [FLB \(Local\)](#) and [FM \(Local\)](#)

See the [Student Handbook](#) for further explanation of Scholastic Dishonesty.



Copyright Law and Intellectual Property Rights Policy: Copyright is the right of an author, artist, composer or other creator of a work of authorship to control the use of his or her work by others. Protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner's permission. The public display or performance of copyrighted works is similarly restricted. Generally, the unauthorized reproduction, performance or distribution of a copyrighted work is copyright infringement and may subject the infringer to civil and criminal penalties. The Fair Use Doctrine outlines exceptions to this Law and is outlined in Coastal Bend College Policy, CT (Legal).

Coastal Bend College, its faculty, students and employees must comply with Copyright Law. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT \(Legal\)](#) and [CT \(Local\)](#).

Questions regarding this information should be directed to the Director of Library Services at: library@coastalbend.edu or the Office of Marketing and Public Relations at: socialmedia@coastalbend.edu.

Intellectual Property: Student /Third Party Works: Rights to copyrightable or patentable works created by a student or a third party, that is, not a College District employee, shall reside with the author/ creator. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT \(Legal\)](#) and [CT \(Local\)](#).

NOTE: The College website (www.coastalbend.edu) serves as the main source with the most current version of the Coastal Bend College Board Policies and the Coastal Bend College Catalog.

*Revised
Fall 2016*