

Purpose: It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

Course Title - Business Computer Applications

Course Prefix and Number - BCIS 1305

Department – Computer Science

Division – Technology & Business

Course Type: (check one)

- Academic General Education Course (from ACGM – but not in WCJC Core)
- Academic WCJC Core Course
- WECM course (This course is a Special Topics or Unique Needs Course: Y or N)

Semester Credit Hours #: Lecture Hours #: Lab/Other Hours #: 3:2:2

Equated Pay hours for course - 3

Course Catalog Description - 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.

Prerequisites/Co-requisites - None

List Lab/ Other Hours
Lab Hours 2
Clinical Hours 0
Practicum Hours 0
Other (list) 0

Prepared by: Donna Schilling

Date: 07-17-2015

Reviewed by Department Head: Donna Schilling

Date: 07-17-2015

Accuracy verified by Division Chair: David Kucera

Date: 8/12/15

Approved by Dean or Vice President of Instruction: Leigh Ann Collins

Date: 3-4-16



I. Topical Outline – Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, clinical or other non-lecture instruction):

Topics Covered

- Basic hardware components of computer systems
- Basic software components of computer systems
- Windows Operating System and file and folder management
- Access the Internet using a web browser to conduct a search
- Creation, editing and printing of documents using Microsoft Word
- Improve the appearance of documents by adding themes, clip art, formatting and bullets
- Creation of spreadsheets containing formulas using Microsoft Excel
- Creation of a presentation with Microsoft PowerPoint
- Improve the appearance of the presentation by adding design templates, transitions, clip art and formatting
- Creation and maintenance of a database including tables, forms and reports using Microsoft Access
- Simple queries of database

II. Course Learning Outcomes

Learning Outcomes Upon successful completion of this course, students will:	Methods of Assessment
Describe the fundamentals of Information Technology (IT) infrastructure components: hardware, software, and data communications systems.	Individual/Group Assignments Individual/Group Projects Reading Assignments Presentations Lab Works/Assignments Quizzes/Tests/Exams
Explain the guiding principles of professional behavior in computing.	Individual/Group Assignments Individual/Group Projects Reading Assignments Presentations Lab Works/Assignments Quizzes/Tests/Exams
Demonstrate proper file management techniques to manipulate electronic files and folders in a local and networked environment.	Individual/Group Assignments Individual/Group Projects Reading Assignments Presentations Lab Works/Assignments Quizzes/Tests/Exams
Use business productivity software to manipulate data and find solutions to business problems.	Individual/Group Assignments Individual/Group Projects Reading Assignments Presentations Lab Works/Assignments

	Quizzes/Tests/Exams
Explain the concepts and terminology used in the operation of application systems in a business environment.	Individual/Group Assignments Individual/Group Projects Reading Assignments Presentations Lab Works/Assignments Quizzes/Tests/Exams
Identify emerging technologies for use in business applications.	Individual/Group Assignments Individual/Group Projects Reading Assignments Presentations Lab Works/Assignments Quizzes/Tests/Exams
Complete projects that integrate business software applications.	Individual/Group Assignments Individual/Group Projects Reading Assignments Presentations Lab Works/Assignments Quizzes/Tests/Exams

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.

- Microsoft Office 2013 Introductory, Shelly/Vermaat, Course Technology/Cengage Learning, 2013, ISBN: 9781285726618
- SAM 2013 – included with new purchase of above book.
- USB Flash Drive
- High-speed Internet Connection

IV. Suggested Course Maximum - 24

V. List any specific spatial or physical requirements beyond a typical classroom required to teach the course.

A 64 bit computer for each student running Windows 7 client operating system and Microsoft Office 2013 (Word, Excel, Power Point, and Access) with an Internet connection. A computer with the same software, internet access and data projector is needed for the instructor.

VI. Course Requirements/Grading System – Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course

Course Requirements	<i>Grading System –</i>
Assignments	25-35%
Projects	25-35%
Tests	<u>30-50%</u>
	100%
<i>Grading System –</i>	
100 -90	= A
89 - 80	= B
79 - 70	= C
69 - 60	= D
and below	= F

VII. Curriculum Checklist

- **Academic General Education Course** (from ACGM – but not in WCJC Core)
No additional documentation needed

- **Academic WCJC Core Course**

Attach the Core Curriculum Checklist, including the following:

- Basic Intellectual Competencies
- Perspectives
- Exemplary Educational Objectives

- **WECM Courses**

If needed, revise the Program SCANS Matrix & Competencies Checklist.