

Business Computer Applications

Class

BCIS 1305

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet. For this course, Weatherford College maintains lab hours open to all students in the Academic Support Center and the library.

Course Learning Objectives

Required Textbooks

CENGAGE UNLIMITED-ACCESS (1 SEMESTER) Author: CENGAGE

Evaluation Standards

There will be 2 exams, approximately 13 assignments and a semester project.

Quizzes 10%

Assignments 35%

Exams 35%

Project 20%

Final grades will be calculated by the following scale:

A 90 to 100%

B 80 to 89%

C 70 to 79%

D 60 to 69%

F Less than 60%

Disabilities

Any student with a documented disability (e.g. learning, psychiatric, vision, hearing, etc.) may contact the Office on the Weatherford College Weatherford Campus to request reasonable accommodations. *Phone:* 817-598-6350
Office Location: Office Number 118 in the Student Services Building, upper floor. *Physical Address:* Weatherford College 225 College Park Drive Weatherford, TX.

Academic Integrity

Academic Integrity is fundamental to the educational mission of Weatherford College, and the College expects its students to maintain high standards of personal and scholarly conduct. Academic dishonesty of any kind will not be tolerated. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials including unauthorized use of Generative AI. Departments may adopt discipline specific guidelines on Generative AI usage approved by the instructional dean. Any student who is demonstrated to have engaged in any of these activities will be subject to immediate disciplinary action in accordance with institutional procedures.

Program Learning Outcomes

- To demonstrate knowledge of computer and communications terminology
- To apply technology skills to solving real-world situations
- To demonstrate the knowledge of the impact of technology on the individual's privacy, security, lifestyle, work environment, standard of living, and health

- To participate in global communities using available technology • To use computer-based technologies to acquire information and analyze and evaluate relevant data • To demonstrate problem-solving skills in a logical step-by-step process.
- To develop the view that technology is an evolving discipline, interrelated with human culture, and understand its connections to other disciplines.

SCANS

The Secretary's Commission on Achieving Necessary Skills (SCANS) identified competencies in the area of Resources, Interpersonal, Information, Systems, and Technology; and foundation skills in the areas of Basic Skills and Personal Qualities.

- Describe, in general, the history of the development of computers. (C5, C6, C7, C8, C15, F1, F2)
- Describe how computers can affect their lives and careers. (C5, C6, C7, C8, C15, F1, F2, F7, F8, F11, F12, F13, F14, F16, F17)
- Describe how computers have affected different disciplines in society. (C5, C6, C7, C8, C15, C16, C17, C18, C19, F1, F2, F7, F8, F9, F10, F11, F12, F13, F14, F16, F17)
- Describe the major classifications of software. (C5, C6, C7, C8, C15, C16, C17, C18, F1, F2)
- Create documents in Word, Excel, Access, and PowerPoint. (C5, C6, C7, C8, C15, C16, C17, C18, C19, C20, F1, F2, F3, F4, F7, F8, F9, F10, F11, F12, F13, F16)

Lab Fee

\$24