

# Business Computer Applications

## BCIS-1305

Summer I 2021 Section NX2 CRN-30885 3 Credits 06/07/2021 to 08/09/2021 Modified 06/07/2021

### Meeting Times

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24 hours, 7 days per week

This course will be delivered 100% online, asynchronously, which means the course is self-directed, but not self-paced. The course is being run on an asynchronous basis, but that there are still synchronous virtual Office Hours where students can communicate with their Instructor in real time.

Definitions:

- **Self-directed:** It is the student's responsibility to follow the course schedule and complete all required work prior to each due date. It is the student's responsibility to reach to their instructor within a timely manner if they require assistance. Students should consider the due date of their assignment in comparison to the Time Standards listed above when planning out the best time to work on their assignments.
- **Self-paced:** This course is not self-paced, which means that students must follow the due dates and the set exam windows that are on the course calendar.
- **Asynchronous:** Students are given a time frame to complete each module and/or exam, and decide for themselves when to complete their work within that time frame. Students are not expected to attend virtual lectures in real time.
- **Synchronous:** Office hours and virtual appointments are the student's opportunity to discuss the material with their instructor in real time.

### Contact Information

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Kym Schultz, MBA

kym.schultz@blinn.edu

Cell: 979-575-5375

Virtual Office Hours: You may email or text me between the hours of 5P-9P, Monday-Thursday. I answer texts and check emails on the weekend also, but sometimes it is not as frequently as during the week. If you are stumped or need additional help, we can always set up a Zoom call.

### Description

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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.

(BCIS 1305 is included in the Business Field of Study.)

Three class hours per week. Credit: Three semester hours.

## Requisites

Prerequisites: None

Corequisites: None

# ★ Core Curriculum Statement

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This course is not a core curriculum course.

## ▮ Outcomes

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1. Describe the fundamentals of information technology concepts – hardware, software, security, and privacy.
2. Demonstrate proper file management techniques to manipulate electronic files and folders in local, network, and online environments.
3. Create business documents with word processing software using spelling and grammar check, format and layout, tables, citations, graphics, and mail merge.
4. Create business documents and analyze data with spreadsheet software using (1) tables, sorting, filtering, charts and graphics, pivot tables, macros; (2) statistical, financial, logical and look-up functions and formulas; and (3) add-ins.
5. Create business multimedia presentations with presentation software using templates, lists, groups, themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views.
6. Create databases and manage data with database software using tables, fields, relationships, indexes, keys, views, queries, forms, reports, and import/export functions.
7. Integrate business software applications.
8. Use web-based technologies to conduct ethical business research.
9. Use “goal seeking” and “what-if analysis” to solve problems and make adjustments/recommendations in a business environment.

## ☰ Materials

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### Microsoft Office 365: In Practice, 2019 Edition (LL+Access)

**Author:** Nordell

**Publisher:** McGraw-Hill

**Edition:** 2019

**ISBN:** 9781264354542

**Availability:** Campus Bookstore



## ☰ Course Requirements

### ✓ Evaluation

#### Criteria

Participation (Discussion Posts)	10%
Quizzes	20%
Let Me Try's	10%
Projects	20%
Exams (4 Exams - PowerPoint, Word, Excel, Access)	20%
Finals (4 Final Exams - PowerPoint, Word, Excel, Access)	20%

## 🏛️ Blinn College Policies

All policies, guidelines, and procedures in the [Blinn College Catalog \(http://catalog.blinn.edu/\)](http://catalog.blinn.edu/), [Blinn College Board Policies \(http://pol.tasb.org/Home/Index/1204\)](http://pol.tasb.org/Home/Index/1204), and the [Blinn College Administrative Regulations \(https://www.blinn.edu/administrative-regulations/\)](https://www.blinn.edu/administrative-regulations/) are applicable to this course.

[Specific information on civility, attendance, add/drop, scholastic integrity, students with disabilities, final grade appeal, alternative retailers, campus carry and proctoring arrangements and cost. \(http://www.blinn.edu/syllabus-policies/\)](http://www.blinn.edu/syllabus-policies/)

Notice of any action taken under these protocol and procedures, by Blinn College or its employees, may be delivered by hand, through the U.S. Postal Service, or electronically to the student's Blinn Buc e-mail account. Notice shall be deemed received upon actual receipt, on deposit in the U.S. Mail, or upon entering the information processing system used by Blinn College for Blinn Buc e-mail accounts, whichever first occurs.

Information about the changes Blinn has made to the May Minimester, Summer I, and Summer II semesters: [Back with Blinn \(https://www.blinn.edu/back-with-blinn/index.html\)](https://www.blinn.edu/back-with-blinn/index.html).

## \* Course Policies

**[Please read: Summer 2021 General Classroom Procedures. \(http://www.blinn.edu/back-with-blinn/course-policies.html\)](http://www.blinn.edu/back-with-blinn/course-policies.html)**

## 📅 Schedule

When	Topic	Notes
<b>Orientation &amp; First Assignments</b> DUE 06/13/2021 Contact Hours - 3	Orientation Assignments	06/07/2021 - 06/13/2021
<b>Module 1 Work</b> DUE 06/20/2021 Contact Hours - 6	Introduction & PowerPoint	06/07/2021 - 06/20/2021
<b>Module 2 Work</b> DUE 06/27/2021 Contact Hours - 6	PowerPoint	06/21/2021 - 06/27/2021

When	Topic	Notes
<b>EXAM 1 DUE</b> DUE 06/28/2021	PowerPoint	PowerPoint Exam 06/07/2021 - 06/28/2021
<b>Module 3 Work</b> DUE 07/04/2021 Contact Hours - 6	Word	06/28/2021 - 07/04/2021
<b>Exam 2 DUE</b> DUE 07/05/2021	Word	Word Exam 06/28/2021 - 07/05/2021
<b>Module 4 Work</b> DUE 07/11/2021 Contact Hours - 6	Excel	07/05/2021 - 07/11/2021
<b>Module 5 Work</b> DUE 07/18/2021 Contact Hours - 6	Excel	07/12/2021 - 07/18/2021
<b>EXAM 3 DUE</b> DUE 07/19/2021	Excel	Excel Exam 07/05/2021 - 07/19/2021
<b>Module 6 Work</b> DUE 07/25/2021 Contact Hours - 6	Access	07/19/2021 - 07/25/2021
<b>Module 7 Work</b> DUE 08/01/2021 Contact Hours - 6	Access	07/26/2021 - 08/01/2021
<b>EXAM 4 DUE</b> 08/02/2021	Access	Access Exam 07/19/2021 - 08/02/2021
<b>FINALS</b> DUE 08/09/2021 - NOON Contact Hours - 6	All Units	PowerPoint, Word, Excel & Access Finals