

# Business Computer Applications

## BCIS-1305

Summer II 2021 Section N21 CRN-40944 3 Credits 07/12/2021 to 08/09/2021 Modified 07/04/2021

### Meeting Times

---

### Contact Information

---

### Description

---

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

---

This course is not a core curriculum course.

### Outcomes

---

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

---

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

**Author:** Nordell

**Publisher:** McGraw-Hill

**Edition:** 2019

**ISBN:** 9781264354542

**Availability:** Campus Bookstore



## ☰ Course Requirements

---

### ✓ Evaluation

---

Grade	Range
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

### Criteria

Type	Weight
Let me Try	10%
Chapter Projects	20%
Chapter Quizzes	20%

Exams	20%
Final Exam	20%
Participation	10%
Total	100%

## 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: [May Minimester, Summer I, and Summer II 2021 General Classroom Procedures. \(http://www.blinn.edu/back-with-blinn/course-policies.html\)](http://www.blinn.edu/back-with-blinn/course-policies.html)**

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.

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 BlinnBuc 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.

## CIVILITY STATEMENT

Blinn College holds all members of the college community, which includes students, faculty, and staff, accountable for their actions and words. Therefore, all members should commit themselves to behave in a manner that respects and demonstrates concern for the dignity, rights, and freedoms of others, including respect for the physical and intellectual property of all members of the college community.

**Civility Notification Statement.** If a student is asked to leave the classroom because of uncivil behavior, the student may not return to that class until he or she arranges a conference with the instructor; it is the student's responsibility to arrange for this conference within two school days of being notified of the suspension from class. This statement reflects step one of three possible steps in the incivility process. The Incivility Protocol is detailed in the [Blinn College Catalog \(http://catalog.blinn.edu/\)](http://catalog.blinn.edu/) and in [Blinn College Board Policy FLB \(LOCAL\) \(https://pol.tasb.org/Policy/Download/1204?filename=FLB\(LOCAL\).pdf\)](https://pol.tasb.org/Policy/Download/1204?filename=FLB(LOCAL).pdf).

## ATTENDANCE POLICY

Class attendance is essential for student success; therefore, students are required to attend all classes promptly and regularly. A record of attendance is maintained from the first day of classes and/or the first day the student's name appears on the roster through final examinations.

Students who accrue the equivalent of one week of absences in a 16-week semester, during the semester will be sent an e-mail through their Buc account requiring them to contact their instructor and immediately schedule a conference to discuss their attendance issues. Students who accumulate two weeks' worth of unexcused absences will be administratively withdrawn from class. There are four forms of excused absences recognized by the institution:

1. Observance of religious holy days - Students should notify their instructor(s) no later than the 15th day of the semester concerning the specific date(s) for absences for any religious holy day(s);
2. Representing the College District at an official institutional function;
3. Dual credit students representing the high school or independent school district at an official institutional function; and
4. Military service.

Other circumstances may be considered an excused absence at the discretion of the faculty member with appropriate documentation. College District-mandated attendance policy applies to all coursework; including coursework in developmental/ non-credit courses. Failure to attend developmental classes will also result in removal from the course as defined by the College District. ([Blinn College Board Policy FC Local \(http://pol.tasb.org/Policy/Code/1204?filter=FC\)](#)).

### ***BCIS 1305 Specific Policies***

***Make-up work:*** Students are expected to complete all their work in the time specified. **One grade is dropped in each category so there will be NO Makeup!** Projects & quizzes must be completed during the scheduled time periods—both in-class and outside of class. Missed projects and quizzes may NOT be made up. Students have several days to complete all assignments for a given chapter. Don't wait until the last minute to do the work. **You can always work ahead; all modules are open from the first day of the course.**

**Absence Policy:** When a student has missed the equivalent of 1/16th of the course, a week of absence will be recorded (8 assignments are roughly equivalent to 1/16th of the course content. After missing 8 assignments, one week of absence will be recorded, after missing 16 assignments, a second week will be recorded and the student will be administratively dropped from the course.

***Assignment Submission Time:*** All assignments are due by 10:59 pm Central time on the due date - the computer will say 11:59 pm but you have no assurance that you can submit after 10:59 pm. Please do NOT contact me stating that you could not submit after 10:59.

### **Course Loads and Schedules (Adding/Dropping Classes)**

It is the student's responsibility to officially drop a class he or she is no longer attending. ([Blinn College Board Policy ECC Local \(http://pol.tasb.org/Policy/Code/1204?filter=ECC\)](#)). Students interested in dropping a course or withdrawing from school may do so by logging into myBlinn and clicking on "add/drop +/-" link, and then selecting the current registration term and "webdrop" from the action drop down menu. The final step is scrolling to the bottom of the page and clicking submit. Students should contact Enrollment Services at 979-830-4800 for assistance with webdrop or to drop due to: severe illness, care for a sick, injured, or needy person, death of a close relative/relation, military duty, military duty of a close relative/relation, or change in work schedule. The last day to drop a class with a Q is set according to the [Academic Calendar \(https://www.blinn.edu/calendar/index.html\)](#).

## **SCHOLASTIC INTEGRITY**

The Scholastic Integrity Policy is located in the [Blinn College Catalog \(http://catalog.blinn.edu/\)](#), in [Blinn College Board Policy FLDB \(LOCAL\) \(https://pol.tasb.org/Policy/Download/1204?filename=FLDB\(LOCAL\).pdf\)](#), and the [Blinn College Administrative Regulations \(https://www.blinn.edu/administrative-regulations/index.html\)](#). A student accused of scholastic dishonesty is entitled to due process as outlined in these documents.

It is the responsibility of students and faculty members to maintain scholastic integrity at the College District by refusing to tolerate any form of scholastic dishonesty, including cheating, plagiarism, or any other act of dishonesty. If there is compelling evidence that a student is involved in cheating or plagiarism, the instructor will address the infraction.

## **STUDENTS WITH DISABILITIES**

### **Non-Discrimination Statement**

Blinn College does not discriminate against qualified individuals with disabilities in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs and activities, as specified by applicable federal laws and regulations.

For questions about Blinn College's compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the Americans with Disabilities Act Amendment Act (ADAAA), please contact the Office of Disability Services at (979) 830-4157 for Brenham, Schulenburg, and Sealy campuses and (979) 209-7251 for Bryan campus.

## Services for Students with Documented Disabilities

Students with documented disabilities must self-identify and provide current, appropriate documentation of the disability to the Office of Disability Services (ODS) prior to receiving services. Students are encouraged to contact this office as early as possible to initiate services. Direct services to students with disabilities are provided in the following areas:

- Assessment of needs and appropriate services
- Provision of classroom and testing accommodations
- Assistance in orientation and registration procedures
- Counseling on disability related issues

Information, education, referrals, and consultation about specific disabilities are available to interested parties on request. For answers to specific questions or to request an information packet, contact the [Office of Disability Services](https://www.blinn.edu/disability/index.html) (<https://www.blinn.edu/disability/index.html>) on the specific campus you will be attending.

Bryan Campus: (979) 209-7251; Brenham, Sealy, Schulenburg Campuses: (979) 830-4157; Distance Learning students may contact either office.

## FINAL GRADE APPEAL

If a student wishes to appeal a final course grade, the guidelines and timeline for a three-step appeal process are detailed in the [Blinn College Catalog](http://catalog.blinn.edu/) (<http://catalog.blinn.edu/>), in [Blinn College Board Policy FLDB \(LOCAL\)](https://pol.tasb.org/Policy/Download/1204?filename=FLDB(LOCAL).pdf) ([https://pol.tasb.org/Policy/Download/1204?filename=FLDB\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/1204?filename=FLDB(LOCAL).pdf)), and the [Blinn College Administrative Regulations](https://www.blinn.edu/administrative-regulations/index.html) (<https://www.blinn.edu/administrative-regulations/index.html>).

## ALTERNATE RETAILERS

A student of this institution is **not obligated** to buy or rent a textbook from a Blinn College affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

## CAMPUS CARRY

Pursuant to Texas Government Code, Section 411.2031 and [Blinn College Policy CHF \(Local\)](http://pol.tasb.org/Policy/Download/1204?filename=CHF(LOCAL).pdf) ([http://pol.tasb.org/Policy/Download/1204?filename=CHF\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/1204?filename=CHF(LOCAL).pdf)) (Blinn's CHL Policy), a concealed handgun license holder may carry a concealed handgun, on or about the license holder's person, on College District property or in a College District vehicle, unless prohibited by state or federal law, college policy, or procedure. Concealed handguns may not be carried on the second floor of the Health Sciences Center and all other areas identified in Blinn's CHL Policy. The open carrying of handguns on College District property is prohibited. More information on Blinn's CHL Policy is available at <https://www.blinn.edu/campus-carry/> (<https://www.blinn.edu/campus-carry/index.html>).

## PROCTORING ARRANGEMENTS AND COST

Please [click here](http://catalog.blinn.edu/content.php?catoid=10&navoid=332#testing-fees) (<http://catalog.blinn.edu/content.php?catoid=10&navoid=332#testing-fees>) to read about proctoring arrangements and cost information in the Blinn College Catalog.

### *Class Policies and Procedures:*

**Student E-mail:** Blinn students are issued e-mail addresses on the Blinn College system. Please refer to **Enrollment Services** (Bryan ext.7223) for any assistance needed. Your Blinn e-mail account is the OFFICIAL means of communication between the instructor and the student.

## Schedule

---

Week	Due Dates	Unit Topics	Contact Hours
1	Tuesday, July 13, 2021	Class Introduction	6
	Tuesday, July 13, 2021	Review Syllabus	
	Tuesday, July 13, 2021	Create SIMNet Student Acct.	
	Tuesday, July 13, 2021	Overview of SIMNet Software	
	Wednesday, July 14, 2021	First Assignments	
	Thursday, July 15, 2021	Windows 10	
	Friday, July 16, 2021	PowerPoint Chapter 1	
2	Saturday, July 17, 2021	PowerPoint Chapter 2	6
	Sunday, July 18, 2021	PowerPoint Chapter 3	
	Monday, July 19, 2021	Power Point Exam	
	Tuesday, July 20, 2021	Word Chapter 1	
	Wednesday, July 21, 2021	Word Chapter 2	6
	Thursday, July 22, 2021	Word Chapter 3	
	Friday, July 23, 2021	Word Chapter 4	
3	Saturday, July 24, 2021	Word Chapter 5	6
	Sunday, July 25, 2021	Word Exam	
	Monday, July 26, 2021	Excel Chapter 1	
	Tuesday, July 27, 2021	Excel Chapter 2	
	Wednesday, July 28, 2021	Excel Chapter 3	6
	Thursday, July 29, 2021	Excel Chapter 4	
	Friday, July 30, 2021	Excel Chapter 5	
	Saturday, July 31, 2021	Excel Chapter 7	
	Sunday, August 1, 2021	Excel Chapter 8	6
4	Monday, August 2, 2021	Excel Chapter 9	
	Tuesday, August 3, 2021	Excel Exam	

	Wednesday, August 4, 2021	Access Chapter 1	
	Thursday, August 5, 2021	Access Chapter 2	6
	Friday, August 6, 2021	Access Chapter 3	
	Saturday, August 7, 2021	Access Chapter 4	
	Sunday, August 8, 2021	Access Exam	6
	Monday, August 9, 2021	*** FINAL EXAM ***	
Total Contact Hours			48