EL CENTRO COLLEGE  
BCIS 1305/1405  
BUSINESS COMPUTER APPLICATIONS  
Syllabus

COURSE DESCRIPTION

Prerequisites: College level ready in reading

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. This course will fulfill degree requirements established by the colleges of DCCCD only if this course has been successfully completed and the date of completion does not exceed 10 years.

BCIS 1305 is a 3 credit hour course (2 lec 4 lab) or BCIS 1405 is a 4 credit hour course (3 lec 3 lab)

Coordinating Board Academic Approval Number: 1102025404

STUDENT LEARNING OUTCOMES:

Upon successful completion of BCIS 1305 or BCIS 1405, students will be able to:

1. **Describe** the fundamentals of Information Technology (IT) infrastructure components: hardware, software, and data communications systems.
2. **Explain** the guiding principles of professional behavior in computing.
3. **Demonstrate** proper file management techniques to manipulate electronic files and folders in a local and networked environment.
4. **Use** business productivity software to manipulate data and find solutions to business problems.
5. **Explain** the concepts and terminology used in the operation of application systems in a business environment.
6. **Identify** emerging technologies for use in business applications.
7. **Complete** projects that integrate business software applications.
8. **Apply** critical thinking when solving problems and providing solutions

COURSE MATERIALS:

Title: Printed Access Card for SAM and electronic textbook, MIS 6.  
Authors: Bidgoli, Hossein  
Publisher: Cengage Learning, 2017  
ISBN: 9781337114004

Review the Getting Started section on the class website for more details on how to obtain these materials.

A student of this institution (El Centro College) is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.
IMPORTANT: This class uses SAM. SAM is simulation software that simulates the Microsoft Office environment for Windows. It is NOT the actual Microsoft Office applications. If you are using a Mac, these simulations may not closely align with the features and functions available in Office for Mac. Because Office for Mac does not include a database application, you will need to use a Windows-based PC loaded with the Access application to complete one of the assignments.

Institutional Key: T2130251
(When you log into SAM for the first time, you will need to enter the Institutional Key.)

Contact Cengage Learning Technical Support
If you are having issues with registration and course access.
http://support.cengage.com/magellanWeb/techsupport/login.aspx
1-800-354-9706 option 2

Headphones are also required for this course

IMPORTANT: You will not be able to use a mobile device such as a phone or tablet to complete this class; you will need to use a computer.

Software:  MS-Office 2016/365 and Windows 8
Software may be purchased at the ECC bookstore or via DCCCD services.

Course Transparency:
The course material for BCIS 1305 and BCIS -1405 is computer-based using the Blackboard Course management System, also known as e-Campus. As a result, the material is taught in a hybrid format using both face-to-face lectures and online labs. Assignments related to the course may be completed in either the classroom sessions and/or in the virtual environment 24/7 using Microsoft office 365 or a compatible product.

Core Competencies: This class is designed to help you develop a selection of the following competencies

Critical Thinking Skills: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
Communication Skills: to include effective development, interpretation and expression of ideas through written, oral and visual communication.
Empirical and Quantitative Skills: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
Teamwork: to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
Personal Responsibility: to include the ability to connect choices, actions and consequences to ethical decision-making.
Social Responsibility: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
PARTICIPATION POLICY

Students are expected to attend class if they registered for a face to face class log in and participate actively via eCampus. eCampus: http://ecampus.dcccd.edu. Online and face to face students are required to complete a course activity prior to the certification date.

Try to check emails daily and access the class at least 3 times a week. You must show participation in this class prior to the certification date.

After the first week, students needing additional personal training and tutoring in basic computer skills are encouraged to learn these skills outside the normal learning environment. Personal tutoring sessions are available in the learning Center (A350- 3rd floor) where trained leaders are ready to serve such students. Regardless of the student’s skill while entering this course, students are still expected to submit all assignments on a timely basis.

Multiple Computer-related Skill Levels:
This is a college-level introductory computer course that does not have minimum computer skills required. Therefore, instructors are to spend enough time during the first week of class to assure that all students have the training necessary to learn, understand and use basic computer skills.

Basic computer skills include:
- Using a mouse and/or touch-screen devices
- Activating e-Campus (Blackboard) to download, modify, and upload computer files
- Basic office skills using software such as MS Office
- Conducting web searches and writing short reports
- Sending and receiving e-mail messages

The assignments require keyboard skills; therefore, students who are not proficient with the keyboard should consider taking “ITSC-1291 Keyboarding Skills for Computer Majors.”

MAJOR COURSE REQUIREMENTS

Discussion Board: During the course students are expected to contribute to the general discussion. Posting requirements are to EACH graded topic! Postings will be graded based on the quality. Participation points are based on the quality of the material added to the discussion and thought provoking questions and responses, not the number of messages sent. One or two sentences will not be sufficient for participation and you will not receive points for non-substantive posts. You will not get participation points for chatting or merely submitting your assignments. Statements such as “nice job,” ”I agree,” etc., will not be counted toward participation.

Blog Posting: Blog postings provide comprehensive insight, understanding, and reflective thought about the topic by building a focused argument around a specific issue, asking a new related question or making an oppositional statement supported by personal experience or related research.

Ted Talks: Ted Talks provide informational talks in the form of a video related to relevant industry topics. An assessment will measure comprehensive and critical thinking.
**SAM Assessments:** The SAM lessons will introduce you to Windows and teach you the basics of Microsoft office including Word, Excel, PowerPoint and Access. The labs will require you to implement what you learned in the lessons.

**Student Challenge:** Student Challenges are used to assess critical and creative thinking skills with a high degree of effectiveness. Utilizing components learned from SAM assessments combined with business related competencies will enable success demonstration of information and ideas with a high degree of clarity and with confidence.

**SUBJECT MATTER**

Topics covered in the course include:

- Basic Computer Concepts
- File Management
- Ergonomics
- Bio stamp
- 3D Printing
- IBeacon Technology
- Microsoft Office
- Virtualization
- Societal Impact
- Ethics
- Computer Careers

**DISCLAIMER**

The provisions contained in this syllabus do not constitute a contract between the student and El Centro College. These provisions may be changed at the discretion of the Coordinator/Instructor. When necessary, appropriate notice of such changes will be given to the student.

**Late work will be accepted at the instructor’s discretion but will be subject to a 20% late penalty**

NOTE: The instructor reserves the right to modify any course requirements and due dates as necessary to manage and conduct this class. The intent of the instructor is to promote the best education possible within prevailing conditions affecting this class. You are responsible for contacting the instructor and seeking clarification of any requirement that is not understood in the syllabus.
POLICIES

Students should click on the links below and read all of these policies.

General institutional policies

Course-related institutional policies

DISABILITY SERVICES

Students who feel that they may need assistance or accommodations due to a disability should contact the El Centro Disability Services Office in Room A095, phone (214) 860-2411, or go to the DSO webpage at: http://www.elcentrocollege.edu/students/disability-services