



# Coastal Bend COLLEGE

## Administrative Master Syllabus

### Cover Sheet

*Purpose: The Administrative Master Syllabus provides a general course description, defines the required elements of the course, and establishes a faculty-driven foundation for course assessment to ensure continuous improvement in student learning, irrespective of the course timeframe, or mode of course delivery.*

Course Title: Business Computer Applications

Course Prefix and Number: BCIS 1305

THECB Approval Number (10 digit): 1102025404

Department: Component Area Division: Science, Math, and Technology

Course Type: (check only one)

- Academic General Education Course (From ACGM but not a CBC Core Course)  
 Academic CBC Core Course  
 WECM Course (Special Topics or Unique Needs Course: Y  or N  )

Weekly Contact Hours (Lecture – Lab – External): 2 - 2 - 0

Course Catalog 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.

Prerequisites/Co-requisites:

Prerequisite: None  
TSI Requirements: None

**Approval:** The contents of this document have been reviewed and are found to be accurate.

Prepared by (Content Expert): Christi N. Morgan Digitally signed by Christi N. Morgan  
Date: 2022.08.18 09:33:10 -05'00'

Reviewed by Director or Coordinator: Richard Cowart Digitally signed by Richard Cowart  
Date: 2022.08.25 11:50:34 -05'00'

Approved by Dean of CTE or NAH or TGE: Mark L. Secord Digitally signed by Mark L. Secord  
Date: 2022.08.25 12:42:29 -05'00'

Revised 8/11/2021



# Coastal Bend COLLEGE

## Master Course Syllabus

### Course Name: BCIS 1305 Business Computer Applications

**Course 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.

**Semester Hour Credit: 3**

**Lecture Hrs. per Week/Lab Hrs. per Week/External Hrs. per Week 2/2/0**

**Curriculum Capacity:**

Face-to-Face Lab  
Online Lab  
Face-to-Face Lecture  
Online  
Virtual Face-to-Face  
Interactive video (multi-locations)  
Hybrid  
Clinical

**Recommended enrollment threshold:**

Face-to-Face Lab  
Online Lab  
Face-to-Face Lecture  
Online  
Virtual Face-to-Face  
Interactive video (multi-locations)  
Hybrid  
Clinical

**Textbook and/or other major required readings: *Inclusive Access***

**Title:** TRIAD INTERACTIVE ND SMNT OFF SMBK OFF STE AC 1 2017

**Author:**

**Publisher:** McGraw-Hill

**Edition:** SIMnet access for Microsoft Office 2016 (w/ebook access)

**ISBN:** 9781260255645

Revised 2021-2022

**The Student Learning Outcomes for the course are the same regardless of modality or location.**

**Course Outcomes  
(WECM or LDACGM)**

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.

**The following general education course competencies (TGE) or Marketable SCAN Skills (CTE/NAH) are addressed in this course: General education course competencies (TGE) or Marketable SCAN Skills (CTE/NAH) assessed are indicated with an asterisk \*.**

**Critical Thinking Skills:** Students will demonstrate an ability to use creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.  
**Communication Skills:** Students will display effective development, interpretation and expression of ideas through written, oral and visual communication.

**The following program student learning outcome are assessed for this course:**

**Science and Technology Literacy:** Students will develop a capacity to use knowledge of how technology and science affect their lives.  
**Ethics:** Students will recognize the importance of maintaining health and wellness.

**Evaluation Methods:**

Tests  
Individual Projects  
Group Projects  
Lab Work  
Simulations

**Course Grading:** Please see individualized instructor policies for course evaluation methods. Students will be assessed on the same measure across each discipline as per CBC guidelines.

**Major Course Assignments and/or exams counting for at least 10% of a final course grade:**

1. Pre-Test	
2. Lesson - Let Me Try	
3. Post-Test	
4. Concept Exam	
Sub-total	75%
Final Project	10%
Final Exam	15%

**Grade Scale:**

A (4.0) = 90-100
B (3.0) = 80-89
C (2.0) = 70-79
D (1.0) = 60-69
F (0.0) = 59 and below

**Course Subject Matter Outline:**

Course Unit	Subject Matter
Introduction Week	Computer Concepts
Microsoft Word	Word Chapter 1: Creating and Editing and Document Word Chapter 2: Formatting Characters and Paragraphs Word Chapter 3: Formatting and Enhancing a Document Word Chapter 4: Formatting with Special Features
Semester Project	
Microsoft Excel	Excel Chapter 1: Getting Started with Excel Excel Chapter 2: Editing and Formatting Worksheets Excel Chapter 3: Using Formulas and Functions Excel Chapter 4: Formatting Worksheets and Managing the Workbook
Microsoft Access	Access Chapter 1: Maintaining Data in Access Tables Access Chapter 2: Creating Tables and Relationships

Microsoft PowerPoint	PowerPoint Chapter 1: Preparing a Presentation PowerPoint Chapter 2: Editing and Enhancing Slides PowerPoint Chapter 3
Semester Project	
Final Exam	

**Additional Course Requirements:**

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**Class Attendance and Classroom Conduct Policies**

**Attendance Policy:** Please see individualized instructor policies for attendance, which is pursuant to any related policy as outlined by the college handbook, financial aid agreements, or any other college related understanding (e.g., athletics, organizations).

**Telephone Support:** Toll Free: 866-722-2838 or Direct Line: 361-354-2508

**I.T. Support Blackboard**

<http://coastalbend.edu/it/>

IT Help Desk

1-361-354-2508

[helpdesk@coastalbend.edu](mailto:helpdesk@coastalbend.edu)

**Live Chat:** Fall/Spring Hours: Monday - Thursday from 8 a.m. to 5 p.m. Summer Hours: Monday – Thursday from 7 a.m. to 6 p.m.

**Tutoring Services:** Coastal Bend College is committed to the academic success of all students enrolled at the college. A variety of services, including academic support, individual tutoring sessions, group tutoring sessions, and online tutoring, are available to students depending on the availability of tutors for the subject matter requested. All tutoring is provided at no cost to current CBC students who are currently enrolled at CBC. On-demand tutoring services are accessible 24 hours a day, seven days a week through the TutorMe platform, which may be accessed through your Blackboard account. To request a tutor, please complete the online tutor request form found at <http://www.coastalbend.edu/tutoring/> to submit your request. If you have any questions about tutoring programs, you can contact to [tutoring@coastalbend.edu](mailto:tutoring@coastalbend.edu).

Beeville	Alice	Kingsville	Pleasanton
3800 Charco Road Beeville, TX 78102 1-866-722-2838	704 Coyote Trail Alice, TX 78332 1-866-891-2981	1814 Brahma Blvd. Kingsville, TX 78363 1-866-262-1615	1411 Bensdale Pleasanton, TX 78064 1-866-361-4222

**Grady C. Hogue Learning Resource Center (Library):** Located on the Beeville campus, the operation hours are Monday - Friday from 8:00 a.m. to 5:00 p.m.

(Summer semesters will observe the CBC campus operation hours) For locations and hours of the CBC library in Alice, Kingsville, and Pleasanton sites please visit the library web page link below.

Grady C. Hogue Learning Resource Center (Library): <http://lrc.coastalbend.edu/about>

**Financial Aid:** Resources are available for students for financial aid, work study, and veteran benefits. For additional information, visit our website at <http://coastalbend.edu/finaid> or contact us at 361-354-2238. Office hours: Monday - Friday from 8:00 a.m. to 5:00 p.m.

**ADA Statement:** No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College District, or be subjected to discrimination by the College District. Nor shall the College District exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g). See at: [GA \(Legal\)](#)

**Students with Disabilities:** Please notify your instructor of any modification/adaptation you may require to accommodate a disability-related need. You will need to provide documentation to the Director of Accessibility Services so the most appropriate accommodations can be determined. Specialized services are available through the Office of Accessibility Services (OAS) (SSB 4.104, 471-6259). For more information, please email [oas@coastalbend.edu](mailto:oas@coastalbend.edu).

**Scholastic Dishonesty:** Each student is charged with notice and knowledge of the contents and provisions of Coastal Bend College's rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Coastal Bend College Policies FLB (Local) and FM (Local). Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. See at: [FLB \(Local\)](#) and [FM \(Local\)](#).

**Use of E-mail for Official Correspondence to Students:** All students should be familiar with the college's official email student notification policy. Students are expected to check their CBC email on a frequent and regular basis to stay current with college-related communications, recognizing that certain communications may be time-critical.

**Copyright Law and Intellectual Property Rights Policy:** Copyright is the right of an author, artist, composer or other creator of a work of authorship to control the use of his or her work by others. Protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner's permission. The public display or performance of copyrighted works is similarly restricted. Generally, the unauthorized reproduction, performance or distribution of a copyrighted work is copyright infringement and may subject the infringer to civil and criminal penalties. The Fair Use Doctrine outlines exceptions to this Law and is outlined in Coastal Bend College Policy, [CT \(Legal\)](#).

Coastal Bend College, its faculty, students and employees must comply with Copyright Law. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT \(Legal\)](#) and [CT \(Local\)](#).

Questions regarding this information should be directed to the Director of Library Services at: [library@coastalbend.edu](mailto:library@coastalbend.edu) or the Office of Marketing and Public Relations at: [socialmedia@coastalbend.edu](mailto:socialmedia@coastalbend.edu).

**Intellectual Property:** Student /Third Party Works: Rights to copyrightable or patentable works created by a student or a third party, that is, not a College District employee, shall reside with the author/ creator. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT \(Legal\)](#) and [CT \(Local\)](#).

Questions regarding this information should be directed to the Director of Library Services at: [library@coastalbend.edu](mailto:library@coastalbend.edu) or the Office of Marketing and Public Relations at: [socialmedia@coastalbend.edu](mailto:socialmedia@coastalbend.edu).

**NOTE:** The College website (<http://coastalbend.edu>) serves as the main source with the most current version of the Coastal Bend College Board Policies and the Coastal Bend College Catalog.

Student success is our number one priority at Coastal Bend College and we realize that prompt, effective communication (such as emails, assignment feedback, discussion boards and announcements) plays a significant role in achieving that goal. It is vitally important that you have the proper contact information for your instructor. This should include their phone number, email address, and if applicable, their office number, and office hours. **Faculty schedules can be located online at <http://coastalbend.edu/hb2504/>**

If you have any problems contacting your instructor, or do not receive a prompt response to your inquiries, please contact the Dean or Division Coordinator/Program Director as soon as possible. Their contact information is provided below:

Mark L. Secord, Dean Transfer and General Education 361-354-2408 <a href="mailto:secordm@coastalbend.edu">secordm@coastalbend.edu</a>	Richard Cowart, EdD., Division Coordinator Math, Science, and Kinesiology 361-592-1615 ext. 4024 <a href="mailto:recowart@coastalbend.edu">recowart@coastalbend.edu</a>
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We wish you all the best in your education and encourage you to contact us if you have any questions or concerns.

Keeping student success in sight, faculty in each of the courses will review the course information, including specific reading schedules, assignments, and testing information, with students during the first week of class.

Additionally, the course information will be posted to Blackboard.

***This master syllabus is subject to change due to unforeseen circumstances.***