

This information comes from the Catalog

Section Information

Title Business Computer Applications
Section Number BCIS-1305-1002

BCIS 1305: BUSINESS COMPUTER APPLICATIONS (3:2-4)

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.

Additional Course Fees:
Lab Fee: \$24.00

COREQUISITE:
BCISL 1305

Measurable Learning Outcomes:

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

BCIS 1305 / ITSC 1309 Syllabus

Instructor of Record: Robert Craig Collins
Watson Technical Center, #507
2600 S. 1st St
Temple, TX 76504
254-298-8461
Craig.collins@templejc.edu

Learning Objectives You may add additional learning outcomes

CIP Code: 11.0101 (Computer and Information Sciences, General)

Course Title: Integrated Software Applications I

Course Level: Introductory

Course Description: Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software.

Learning Outcomes: Use word processing, spreadsheet, database, and/or presentation software; and integrate applications to produce documents.

Course Competencies

Students will be able to:

- Discuss the importance of computer literacy
- Explain computer terms
- Identify computer components
- Use a graphical interface
- Experiment with word processing
- Employ graphics in the use of word processing
- Compose well formatted documents
- Compare and contrast various table uses
- Experiment with spreadsheets
- Write formulas for use in spreadsheets
- Construct well formatted spreadsheets
- Experiment with presentation graphics
- Employ graphics in the use of presentations
- Construct well designed presentations
- Compare and contrast various outline uses
- Implement MLA formatting for research papers
- Evaluate options while writing a term paper
- Evaluate options to support a term paper
- Defend research related to your major

Readings

Go! Office 2016, Gaskin et al

General Description of lectures

Summer

Overview 1, Review the syllabus; orientation, Windows, Lab 1, Word, Labs 2, 3

Overview 2 Test 1, Excel, Labs 4-5

Overview 3, Test 2, Access Labs 6-7, PowerPoint, Lab 8

Overview 4, PowerPoint, Lab 9

Overview 5, Test 3, Capstone Lab

Final Exam

Fall and Spring

Week 1 Syllabus/Orientation

Week 2 Windows Lab 1

Week 3 Word 1-2 Lab 2

Week 4 Word 3 Lab 3

Week 5 Review

Week 6 Test Excel Lab 4

Week 7 Excel 2 Lab 5

Week 8 Excel 3 Review

Week 9 Test Access Lab 6

Week 10 Access Lab 7

Week 11 PowerPoint Lab 8

Week 12 PowerPoint 2-3 Lab 9

Week 13 Work on Lab 10

Week 14 Review, Presentations, Lab 10

Week 15 Test, Presentations

Week 16 Final Exam

Syllabus subject to change

The key requirement of the syllabus in TConnect is to deliver topics covered, and the placement of graded items, including labs, homework, and exams

Vitae Robert Craig Collins

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2600 S. 1st St
Temple, TX 76504
254-298-8461
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Education

University of Texas-EI Paso, BBA in Computer Information Systems

University of North Texas, MS in Computer Education and Cognitive Systems

University of North Texas, PhD level work in Education Computing

Previous teaching experience

Texas State Technical College, 1995-2000

University of Mary Hardin Baylor, 2000-2007

Cedar Valley College, 2003-2006

Temple College, 2004-

Previous professional experience

CORD, Research Associate, 2000-2003

CEI, Trainer and Tech Support, 2003-2005

Professional publications

Collins, Robert Craig. (Distance Education, is it right for Tech Prep). 'Connections,' Vol 10, No. 9 (2001): pages 6-7

Collins, Robert Craig (Contributing Editor)lab Activities for the World Wide Web. Sacramento: Scott/Jones, 1999

Collins, Robert Craig; Duke, Terry, et al. Mastering Today?s Software: Paradox. Ft. Worth: Harcourt Brace/Dryden, 1995

Collins, Robert Craig; Duke, Terry, et al. Mastering Today?s Software Access. Ft. Worth: Harcourt Brace/Dryden, 1995

Collins, Robert Craig; Duke, Terry, et al. Productivity Software Guide: Paradox. Ft. Worth: Harcourt Brace/Dryden, 1995

Classes taught

BCIS 1301

ITSC 1305

COSC 1301

IMED 1316

IMED 2311

ITSC 1305

CPMT 2449

ARTC 1325

ITSE 1294

The vitae portion begins here

You must list education and degrees

You must list prior teaching experience

You may list professional experience

You may list other items to show your experience

You may list classes taught

Credits 3.00 CEUs

Start Date 22 August 2016 End Date 09 December 2016

Academic Level UG - Undergraduate

Provided from data in TConnect

Meeting Information

08/22/2016-12/09/2016 Lecture Monday, Wednesday 09:30AM - 10:45AM, Watson Technical Center, Room 522 08/22/2016-12/09/2016 Lab Days to be Announced, Times to be Announced Watson Technical Center, Room 522

Faculty name	Phone Number(s)	Extension	E-mail address	Instructional Method
Robert C. Collins	254-298-8461		craig.collins@templejc.edu	Lecture, Lab

[TEXTBOOK INFORMATION](#)

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