

# COURSE GOALS AND METHODS

**COURSE NUMBER:** BCIS 1305 and Computer Science 1300 (3 credit hours with an embedded 1 hour lab)

**COURSE TITLE:** Business Computer Applications / Computer Literacy

## CATALOG DESCRIPTION:

**BCIS 1305** - This course discusses computer terminology, hardware, software, operation systems, and information systems relating to a business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented use of the Internet. Students operate software in computer lab. Provides essential acquaintance for those with no previous background, but not intended for computer science, data processing or mathematics majors.

**COSC 1300** - The student is introduced to the computer and its role in our society, with emphasis on conceptual understanding of the computer as well as operational proficiency. Emphasis also on related terminology. Attention on such topics as computer applications, programming concepts, hardware components, and data storage. Students operate software in computer lab. Provides essential acquaintance for those with no previous background, but not intended for computer science, data processing or mathematics majors.

## COURSE OBJECTIVES:

### BCIS 1305 – COSC 1300

The primary goal of this course is to develop in the student a general understanding of computers. The student should gain enough familiarity with terminology and concepts so that he/she can evaluate and select appropriate microcomputer systems for personal use with minimal assistance, and communicate effectively with software salespeople or business data processing personnel. The student should also become comfortable as a 'hands-on' operator of the microcomputer equipment in our lab, including some ability to respond to error messages or other unexpected situations. Finally, the student will maintain written communication skills through various writing assignments given.

In the process of achieving the primary goal the student will also acquire or practice certain fundamental skills generally needed for success in the workplace

## STUDENT COMPETENCIES:

As per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, if an accommodation is needed, contact Services to Special Populations Coordinator in Palomino Center Room 119 or call 210-921-5287.

As our grading scale indicates (see below), success in achieving the course goals can be a matter of degree. A student who completely achieves the course goals will be able to exhibit a working knowledge of all of the following "core" competencies:

- (1) Understand basic hardware components of computer systems.
  - a. CPU and memory
  - b. Secondary storage
  - c. Input and output equipment

(2) Understand basic software components of computer systems.

- a. Applications software
- b. Software tools, e.g. programming languages, "productivity" packages
- c. Systems software
- d. Program development

(3) Understand basic data components of computer systems.

- a. Simple file (table) structure
- b. Databases

(4) Understand integration of above components into working systems.

- a. Networks (to include Internet/ WWW)
- b. Telecommunications
- c. Business Systems
- d. Systems Development

(5) Operating System and disk file management.

- a. Open and close windows
- b. Minimize without closing, and switch between active Icons
- c. Use pull-down menus and resulting dialogue boxes
- d. Control appearance of screen by sizing, dragging, rearranging windows etc.
- e. Format diskettes
- f. Set up and modify directories and subdirectories
- g. Manage files within directories and subdirectories, to include copying, moving and deleting files

(6) Word processing.

- a. Delete, move and copy blocks of text
- b. Create emphasis by such means as boldface, italics and underlining
- c. Set line spacing and typeface (font style and size) and vary for emphasis
- d. Create tables and columns
- e. Create headers and footnotes
- f. Control format and appearance of document by means such as margins, indentation, justification, and page breaks
- g. Insert graphics
- h. Work with multiple documents, to include transferring text through a "clipboard".

(7) Spreadsheet operations.

- a. Create a simple worksheet according to specifications, to include entries of labels, numeric constants, formulas, and common functions
- b. Use common editing features for creating/modifying worksheet structure, to include block copying with relative cell addressing
- c. Control format and appearance of worksheet by such means as adjusting size of rows and columns, font size and cell attributes
- d. Create graphs

(8) Database management.

- a. Create tables and enter data
- b. Add, delete and modify data records
- c. Modify the table structure
- d. Create queries, to include compound conditions (AND/OR)

(9) Presentation graphics.

- a. Create slides to include clip art and tables
- b. Modify the presentation by adding, removing and deleting individual slides

In addition to the "core" competencies listed above, the instructor is encouraged to explore other competencies within the overall scope of the course, as permitted by constraints of scheduling and lab facilities. In particular, exploration of network communications is encouraged.

**METHODS OF ASSESSMENT:**

For purposes of formally assessing and recording the student's level of success in the above competencies, examinations will be given and various assignments will be made. Other factors may also influence the course grade, as explained below. There will be chapter quizzes at intervals through the semester (each covering some unit of the course material), as well as a final exam during finals week. The number of unit exams given, amount of material covered in each, type or types of questions employed on exams, number of assignments made, and type of assignments made, are at the individual instructor's discretion (some departmental restrictions may apply). Note: for this course, some use of hands-on testing is suggested.

**EVALUATION:**

The evaluation of individual graded items is at the discretion of the instructor. (The only departmental requirement is that every grade the student receives must be based on the familiar scale of 0 to 100, unless the instructor explains some different system which will be covered before hand. The weighing of various graded items in the final course grade, however, is done according to a policy developed by the instructor within certain limits imposed by college and department regulations.

Within this framework, the individual instructor will determine what weight each factor is to receive. Please notice that some assignments may mean something prepared outside of class. If scheduling permits, there may be a limited amount of class time may be used, at the instructor's discretion, to allow the student to work on assignments. However, the student should plan to do the assignments primarily on his/her own time. The college will schedule open lab hours in order to facilitate this.

**GRADING SCALE:**

The grading scale used to determine the course letter grade will be the traditional one, namely:

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

**TEXTS:** The textbooks used for this course are all new this year and are sold as a bundle in the Palo Alto Book store. The bundle includes Computing Essentials 2008 Complete Edition and MS Office 2007 + Windows XP by Timothy and Linda O'Leary (bundle ISBN **0078149894**).

**ATTENDANCE:** Attendance is necessary to pass this course. It is your responsibility to drop this course if you are not able to complete the requirements in the given time frame. Quizzes are given in-class and will have no make-up.

**EXAMS:** Exams may have a hands-on content as well as concepts content. Please pay attention to exam dates as a missed exam will be counted as a zero without a documented excuse such as a medical emergency. An extra credit project can replace an exam grade. The final exam is cumulative.

**EVALUATION:** Grades will be weighted as follows:

Quizzes (10)	200
Labs and assignments (10)	300
Unit exams (3)	300
Final	200