



WACO, TEXAS

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**BUSINESS COMPUTER APPLICATIONS LAB**

**BCISL 1305**

**COURSE SYLLABUS**

REVISED: 09-10

# BUSINESS COMPUTER APPLICATIONS LAB

BCISL 1305

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## **Course Description:**

Teaches computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. Required for students taking the business field of study. Semester Hours: 3 (2 lec/2 lab).

## **Prerequisites and/or Corequisites:**

Co-requisite: BCIS 1305

## **Required Text & Material:**

- A. Skills for Success with Microsoft Office 2007. Townsend, Kris, Saddle River, NJ: Pearson Education, Inc., (2009) ISBN: 978-0-13-502456-0.
- B. USB Flash drive recommended 1 GB
- C. MyITLab Software Interface (Optional)

## **Course Objectives and/or Competencies:**

- A. Course Objectives: The main thrust of this course is to give the student an introduction to microcomputers and how they can be used in solving problems that are encountered in business. The course shall consist of a hands-on introduction to computer applications including:
  - 1. Microsoft Windows XP
  - 2. Word processing
  - 3. Electronic Spreadsheets
  - 4. Presentation Software
  - 5. Database Management
  - 6. Internet Browsers
- B. Course Competencies: Upon successful completion of BCIS 1305 - Business Computer Applications, the student will be able to use the microcomputer as a tool with common

applications such as word processing, spreadsheets, database management and Internet browsers; in a Windows environment.

Specific Competencies: Upon successful completion of the course, the student should be able to:

1. Identify and describe various Windows XP functions and perform these functions on a computer system.
2. Describe the basic functions in a word processor and perform those functions. Functions include accessing the software, entering data, correcting data, saving, cut and paste, printing, formatting, global search and replace, centering, tabs, margins, directories, absolute tabs, decimal tabs, macros, mail merge, ASCII character export, titling, spelling checkers.
3. Describe the basic functions of a spreadsheet and perform spreadsheet functions. Functions include accessing the software, loading and saving spreadsheets, entering and changing numerical values, text data and formulas, moving rows and columns, replicating data, formatting, sorting and selecting data, printing, setting print size and other print options, blanking fields and blocks.
4. Describe the basic functions of a database system and perform basic database operations. Functions include accessing the system, using a database, adding, changing and deleting data, creating a database, setting up numerical and nonnumerical fields, searching a database, sorting, changing the format of a database, printing selected items, making report formats, setting passwords, and making indexes.
5. Describe the basic functions of an Internet Browser and perform basic operations including: printing, saving, navigating and other basic concepts.
6. Describe the basic Integration functions and perform basic operations using Object Linking and embedding (OLE) in documents, spreadsheets, databases.

### C. EVALUATION

The instructor for BCISL 1305 lab will calculate a numeric grade for the course and communicate that grade to the BCIS 1305 lecture instructor. The BCIS 1305 lecture instructor is responsible for the student's final grade for the course.

The last exam for BCISL 1305 will be given the week before the designated final exam time and BCISL 1305 lab grades will be delivered to the BCISL 1305 lecture instructor before the designated final exam times.

1. Written objective and/or subjective exams
2. Practical laboratory hands-on exams
3. Laboratory hands-on assignments

4. Class discussion and participation
5. Homework and class assignments
6. Ethics and work habits

### **MCC Attendance Policy:**

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course. If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

Each absence will count toward attendance requirements in each course.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

### **Student Absences on Religious Holy Days**

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy

day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code. McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

Note: Students interested in seeing the class attendance policy in its entirety should check the Highlander Guide or the MCC policy manual.

**ADA Statement:**

In accordance with the requirements of the Americans with Disabilities Act (ADA), and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), MCC's designated ADA co-coordinators, Mr. Gene Gooch - Vice President, Finance and Administration and Dr. Santos Martinez – Vice President, Student Services shall be responsible for coordinating the College's efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Mr. Marcus Sweatt, Disabilities Specialist, at 299-8122 or [msweatt@mclennan.edu](mailto:msweatt@mclennan.edu).

**BCISL - BUSINESS COMPUTER APPLICATIONS LAB**

Course Competencies	Workplace Competencies																		Foundation Skills																	
	Resources				Interpersonal						Information				Systems			Technology			Basic Skills					Thinking Skills						Personal Qualities				
	A	B	C	D	A	B	C	D	E	F	A	B	C	D	A	B	C	A	B	C	A	B	C	D	E	A	B	C	D	E	F	A	B	C	D	E
Identify and describe various Windows XP functions and perform these functions on a computer system.											X	X	X	X	X	X		X	X																	
Describe the basic functions in a word processor and perform those functions. Functions include accessing the software, entering data, correcting data, saving, cut and paste, printing, formatting, global search and replace, centering, tabs, margins, directories, absolute tabs, decimal tabs, macros, mail merge, ASCII character export, titling, spelling checkers.											X	X	X	X	X	X		X	X																	





