I. INTRODUCTION

A. 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. (BCIS 1305 is included in the Business Field of Study.)

B. This course serves as a required or elective course on various degree plans. Curriculum plans for degrees and certificates are listed in the current Central Texas College catalog.

C. The delivery method of this course may be traditional lecture/lab, blended lecture/lab, or online.

D. Prerequisites: None.

II. LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

A. Describe the fundamentals of information technology concepts – hardware, software, security, and privacy. (C5, C6, C7, C8, C15, C19, C20).

B. Demonstrate proper file management techniques to manipulate electronic files and folders in a local, network, and online environments (C5, C7, C8, C15, C18, C19).

C. Create business documents with word processing software using spelling and grammar check, format and layout, tables, citations, graphics, and mail merge (C5, C6, C7, C8, C18, C19, F1, F2, F7, F8, F9, F10).

D. 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 (C5, C6, C7, C8, C18, C19, F3, F4, F7, F8, F9).

E. Create business multimedia presentations with presentation software using
templates, lists, groups, themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views (C5, C6, C7, C8, C18, C19, F1, F2, F7, F8, F9, F10).
F. Create databases and manage data with database software using tables, fields, relationships, indexes, keys, views, queries, forms, reports, and import/export functions (C5, C6, C7, C8, C18, C19, F3, F4, F7, F8, F9).
G. Integrate business software applications (C1, C5, C6, C8, C19, C20, F1, F3, F8, F9, F12).
H. Use web-based technologies to conduct ethical business research (C5, C6, C8, C18, F1, F2, F5, F6, F8, F9, F12, F17).
I. Use “goal seeking” and “what-if analysis” to solve problems and make adjustments/recommendations in a business environment (C1, C5, C6, C7, C8, C18, C19, F1, F3, F8, F9, F10, F12).

III. INSTRUCTIONAL MATERIALS

A. The instructional materials identified for this course are viewable through www.cted.edu/books

B. Lecture Classes also require at least one USB storage device. Online students may use cloud based storage.

IV. COURSE REQUIREMENTS

A. Attend both lecture and lab or in the case of online delivery, be actively engaged in Blackboard and maintain constant progress.

B. Be prepared to participate in discussion, team projects/assignments and take unannounced assessments relating to the lecture materials.

C. Complete all exams/assessments.

D. Submit all assignments on time.

V. ASSESSMENTS

A. Student content mastery will be evaluated in the following areas:
   - Assessments (midterm exam, quizzes, projects, discussion etc.)
   - Final Assessment (final exam and/or semester project, participation)

B. Scheduled and unscheduled assessments will be given at the discretion of the instructor.

C. Exams/assessments may be composed of both subjective and objective
questions plus computer output.

D. A student must take all exams/assessments. No make-up exams/assessments will be given. Both online and on campus students who know in advance that they will be absent due to school sponsored trips, military duty or orders, or any other valid reason, must arrange to take an early exam/assessment. Unexpected absences due to illness or other extenuating circumstances will require the student to contact the instructor about make-up work in lieu of the missed exam/assessment.

E. Students with unexcused absences will be given a zero for each missed assignment.

VI. SEMESTER GRADE COMPUTATION

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Points</th>
<th>Points</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>300</td>
<td>900</td>
<td>A-Superior</td>
<td>4</td>
</tr>
<tr>
<td>Assessments</td>
<td>300</td>
<td>800</td>
<td>B-Above Average</td>
<td>3</td>
</tr>
<tr>
<td>Final Assessment</td>
<td>400</td>
<td>700</td>
<td>C-Average</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>600</td>
<td>D-Passing, but unsatisfactory</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1000</td>
<td>0</td>
<td>F-Failure</td>
<td>0</td>
</tr>
</tbody>
</table>

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR

A. Information on the following Academic Policies, as described in the CTC Course Catalog will be followed:
   1. Withdrawals
   2. Grading
   3. Class Attendance and Course Progress
   4. Scholastic Honesty

B. Cell Phones and Pagers: Students will silence cell phones and mobile devices while in the classroom or lab.

C. Americans with Disabilities Act (ADA): Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Review the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.
D. **Instructor Discretion**: The instructor reserves the right of final decision in course requirements and may make changes to the course outline and/or assignments as needed.

E. **Civility**: Individuals are expected to be aware of what a constructive educational experience is and be respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.
VIII. COURSE OUTLINE

A. **Unit One:** In this unit you will get an overview of the fundamentals of information technology – hardware, software, security, and privacy. You will also learn proper file management techniques for electronic data in local, network, and online environments.

1. **Learning Outcomes:** Upon successful completion of this unit the student should be able to perform the following tasks:
   a. Discuss components of a computer system
   b. Identify characteristics of system software and application software
   c. Identify and apply best security practices for information technology.
   d. Demonstrate proper applications of privacy in the digital world.
   e. Create and apply proper file management of electronic data.

2. **Learning Activities:**
   a. Instructor will conduct classroom lecture/discussion on the topics listed above. (C5, F5, F11)
   b. Student will read assignments on each topic. (C5, F1, F11)
   c. Student participation in discussion of each topic. (C7, F6)
   d. Student will complete assignments and laboratory hands-on exercises (C8, C19, F9).

3. **Unit Outline:** Follow the sequence of the unit objectives.

B. **Unit Two:** This unit introduces some of the most commonly used and most-often needed techniques using word processing software and shows you how to create a document and make changes to an existing document.

1. **Learning Outcomes:** Upon successful completion of this unit the student should be able to perform the following tasks:
   a. Create and format a document using basic features of the word processing application
   b. Modify and use the quick access toolbar.
   c. Apply review functions of word processing software to an existing document.
   d. Modify the formatting and layout of an existing document to include the application of tabs, tables, and text columns.
   e. Write a Research Paper and apply appropriate reference features to include management of sources and insertion of citations.
   f. Implement a mail merge process.

2. **Learning Activities:**
   a. Instructor will conduct classroom lecture/discussion on the topics listed above. (C5, F5, F11)
b. Student will read assignments on each topic. (C5, F1, F11)
c. Student participation in discussion of each topic. (C7, F6)
d. Student will complete assignments and laboratory hands-on exercises (C8, C19, F9).

3. **Unit Outline:** Follow the sequence of the unit objectives.

C. **Unit Three:** This unit introduces some of the most commonly used and most-often needed techniques using spreadsheet software and shows you how to create a workbook and make changes to an existing worksheet.

1. **Learning Outcomes:** Upon successful completion of this unit the student should be able to perform the following tasks:
   a. Develop a spreadsheet using text, formulas, and functions
   b. Enhance basic worksheets by using a variety of formatting techniques
   c. Manipulate and analyze data using tables, sorting, filtering, charts and graphics, pivot tables, macros.
   d. Apply various functions to data to include statistical, financial, and logical and look-up functions and formulas.
   e. Explain how spreadsheet programs can help businesses solve data analysis problems
   f. Install and deploy add-ins appropriate to the spreadsheet software.

2. **Learning Activities:**
   a. Instructor will conduct classroom lecture/discussion on the topics listed above. (C5, F5, F11)
   b. Student will read assignments on each topic. (C5, F1, F11)
   c. Student participation in discussion of each topic. (C7, F6)
   d. Student will complete assignments and laboratory hands-on exercises (C8, C19, F9).

3. **Unit Outline:** Follow the sequence of the unit objectives.

D. **Unit Four:** This unit introduces some of the most commonly used and most-often needed techniques using presentation software and shows you how to create and edit business multimedia presentations.

1. **Learning Outcomes:** Upon successful completion of this unit the student should be able to perform the following tasks:
   a. Create and format presentation from a blank slate and from a template.
   b. Create and modify a presentation using lists, groups, themes, colors, clip art, pictures, tables, videos, charts, and views.
   c. Apply transitions and animations to a presentation and review/display the presentation in various views.
2. **Learning Activities:**
   a. Instructor will conduct classroom lecture/discussion on the topics listed above. (C5, F5, F11)
   b. Student will read assignments on each topic. (C5, F1, F11)
   c. Student participation in discussion of each topic. (C7, F6)
   d. Student will complete assignments and laboratory hands-on exercises (C8, C19, F9).

3. **Unit Outline:** Follow the sequence of the unit objectives.

E. **Unit Five:** In this unit you will be introduced to database management software. An introduction is provided on how to create and manage a database using the acceptable tools, principles and structure of database design.

1. **Learning Outcomes:** Upon successful completion of this unit the student should be able to perform the following tasks:
   a. Develop and maintain a database using tables, fields, relationships, indexes, keys, and views.
   b. Create forms to input and maintain data integrity.
   c. Manipulate data in a database to produce useable information using queries, reports, and import/export functions.

2. **Learning Activities:**
   a. Instructor will conduct classroom lecture/discussion on the topics listed above. (C5, F5, F11)
   b. Student reading will read on each topic. (C5, F1, F11)
   c. Student participation will read on each topic. (C7, F6)
   d. Student will complete assignments and laboratory hands-on exercises (C8, C19, F9).

3. **Unit Outline:** Follow the sequence of the unit objectives.

F. **Unit Six:** In this unit you will integrate several business software applications to create a business solution.

1. **Learning Outcomes:** Upon successful completion of this unit the student should be able to perform the following tasks:
   a. Demonstrate embedding a spreadsheet table and chart into a word processing document and a business presentation document.
   b. Demonstrate the technique of linking data in a spreadsheet to other documents.
c. Create and modify a presentation from outline created in a word processing document.
d. Integrate information between several business software applications into one full business solution.

2. Learning Activities:
   a. Instructor will conduct classroom lecture/discussion on the topics listed above. (C5, F5, F11)
   b. Student will read assignments on each topic. (C5, F1, F11)
   c. Student participation in discussion of each topic. (C7, F6)
   d. Student will complete assignments and laboratory hands-on exercises (C8, C19, F9).

3. Unit Outline: Follow the sequence of the unit objectives.

G. Unit Seven: In this unit you will conduct ethical business research using web-based technologies such as online surveys, videoconferencing for online focus groups and/or interviews, analysis of ‘e-conversations’ through social networking sites, email, chat rooms, discussion boards and/or blogs.

1. Learning Outcomes: Upon successful completion of this unit the student should be able to perform the following tasks:
   a. Understand the balance of risks and benefits in ethical research and the requirement of informed, voluntary consent.
   b. Identify and differentiate between online private and public spaces.
   c. Understand the scope of intellectual property rights as it relates to the Web.
   d. Implement confidentiality best practices during research collection and presentation of findings.

2. Learning Activities:
   a. Instructor will conduct classroom lecture/discussion on the topics listed above. (C5, F5, F11)
   b. Student will read assignments on each topic. (C5, F1, F11)
   c. Student participation in discussion of each topic. (C7, F6)
   d. Student will complete assignments and laboratory hands-on exercises (C8, C19, F9).

3. Unit Outline: Follow the sequence of the unit objectives.

H. Unit Eight: In this unit you will Use “goal seeking” and “what-if analysis” to solve problems and make adjustments/recommendations in a business environment.
1. **Learning Outcomes:** Upon successful completion of this unit the student should be able to perform the following tasks:
   a. Assess various solutions to a business problem based on hypothetical changes in variables or assumptions.
   b. Implement a “backwards approach” to solving a problem, beginning with the end goal.
   c. Determine necessary values needed to achieve a specific goal.
   d. Identify the break-even point in a business solution.

2. **Learning Activities:**
   a. Instructor will conduct classroom lecture/discussion on the topics listed above. (C5, F5, F11)
   b. Student will read assignments on each topic. (C5, F1, F11)
   c. Student participation in discussion of each topic. (C7, F6)
   d. Student will complete assignments and laboratory hands-on exercises. (C8, C19, F9).

3. **Unit Outline:** Follow the sequence of the unit objectives.