

Business Computer Applications

BCIS-1305

Fall 2024 Section 41200 3 Credits 08/26/2024 to 10/17/2024 Modified 12/04/2024

This information is visible to students

Course Information

Class Meetings:

Bldg	Room	Type	Days	Start Time	End Time
EFL	L305	BLND	M W	11:00AM	12:20PM
CET	INET	INTLB	M T W R F S U		

Withdraw Date:10/03/24

Certification Date:09/03/24

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. This course will fulfill degree requirements established by the colleges of DCCCD only if this course has been successfully completed and the date of completion does not exceed 10 years.

State-Defined Learning Outcomes

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Instructor-Defined Learning Outcomes

Required Course Materials

[Course Materials Link \(https://www.bkstr.com/webApp/discoverView?bookstore_id-1=608&term_id-1=2&dept-1=BCIS&course-1=1305§ion-1=41200\)](https://www.bkstr.com/webApp/discoverView?bookstore_id-1=608&term_id-1=2&dept-1=BCIS&course-1=1305§ion-1=41200)

Graded Work

The "Criteria" table below is a summary of all the graded work in this course.

The "Breakdown" table explains the final letter grade.

Criteria

Type	Weight	Topic	Notes
Bonus Credit Quiz	5 (.05%)	Preparation not required to complete this Quiz	

Breakdown

Grade	Range	Notes

Course Schedule

The table below is a summary of course topics and due dates.

Your instructor will notify you of any changes to the schedule during the term.

When	Topic	Notes

Course Policies

Unexpected Class Changes

Attendance and Participation

Late Work

Support Contacts

[Contact Your Success Coach \(https://www.dallascollege.edu/successcoach\)](https://www.dallascollege.edu/successcoach)

Every Dallas College student has a personalized Success Coach who supports them from day one to graduation. Contact your coach for help navigating college and reaching milestones leading to graduation and a career.

[Get Free Tutoring \(https://www.dallascollege.edu/tutoring\)](https://www.dallascollege.edu/tutoring)

Tutoring is free to all current Dallas College students. You can walk in or schedule an appointment at all [Learning Commons \(https://www.dallascollege.edu/learningcommons\)](https://www.dallascollege.edu/learningcommons) campus locations. Live, online tutoring is also available via eCampus.

[Explore More Free Student Resources \(https://www.dallascollege.edu/help\)](https://www.dallascollege.edu/help)

You have access to many free resources as a Dallas College student, including [Counseling and Psychological Services \(https://www.dallascollege.edu/counseling\)](https://www.dallascollege.edu/counseling), [Child Care Resources \(https://www.dallascollege.edu/childcare\)](https://www.dallascollege.edu/childcare), [Housing Resources \(https://www.dallascollege.edu/housing\)](https://www.dallascollege.edu/housing), [Emergency Aid Funds \(https://www.dallascollege.edu/emergencyaid\)](https://www.dallascollege.edu/emergencyaid), [Food Pantries \(https://www.dallascollege.edu/foodpantry\)](https://www.dallascollege.edu/foodpantry), and more!

[Submit the Student Care Form \(https://www.dallascollege.edu/careform\)](https://www.dallascollege.edu/careform)

Not sure which free college resources can help? Submit the Student Care Form! Our [Student Care Network \(https://www.dallascollege.edu/studentcare\)](https://www.dallascollege.edu/studentcare) will connect you to support for physical and mental health, financial concerns, food, clothing, and more.

[Contact Technical Support \(https://www.dallascollege.edu/techsupport\)](https://www.dallascollege.edu/techsupport)

Need help with eCampus or another college technology? Our technical support staff can assist you.

Institutional Policies

Dallas College Policies

Please review the [Institutional Policies \(https://www.dallascollege.edu/syllabipolicies\)](https://www.dallascollege.edu/syllabipolicies) page to learn about accommodations for students with disabilities, class drop and repeat options, Title IX (harassment, discrimination, and sexual misconduct), and more.