CORE CURRICULUM COMPONENT APPLICATION
Texarkana College

Part I: Course Information

Course Type
☒ Existing/Restructured
☐ New Course

Course Prefix & Number: **BCIS 1305**

Texas Common Course Number (TCCN): **1305**

Course Title: **Business Computer Applications**

Course Catalog Description

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, database, presentation graphics, and business-oriented utilization of the Internet.

Course Prerequisites:
None.

Available Online?
☒ Yes
☐ No

Part II: THECB Course Objectives   **Sample Syllabus**
Upon successful completion of this course, students will: 1. To demonstrate proficiency in using word processing software to compose, modify, and produce documents of various types and styles. 2. To demonstrate proficiency in using spreadsheet software to compose, modify, and produce worksheets of various types and styles. 3. To demonstrate proficiency in using database management systems software to compose, modify, and produce queries, forms and reports of various types and styles. 4. To demonstrate proficiency in using presentation graphics software to compose, modify, and produce slide show presentation of various types and styles. 5. To demonstrate proficiency in differentiating among various categories of computers, and software. 6. To demonstrate proficiency in differentiating among various Internet services, and components. 7. To demonstrate proficiency in differentiating among various characteristics and uses of desktops, laptops, tablets and handheld computers. 8. To demonstrate proficiency in differentiating among various types of Internet and network attacks. 9. To demonstrate proficiency in differentiating among various types of input and output. 10. To demonstrate proficiency in differentiating among various types of digital storage.

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Part III: THECB Skill Objectives

1. Critical Thinking Skills: include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

2. Communication Skills: include effective development, interpretation and expression of ideas through written, oral and visual communication

3. Empirical and Quantitative Skills: include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

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Part IV: Course Student Learning Outcomes (SLO) [SLO Attachment](#)

1. To demonstrate proficiency in using word processing software to compose, modify, and produce documents of various types and styles.

2. To demonstrate proficiency in using spreadsheet software to compose, modify, and produce worksheets of various types and styles.

3. To demonstrate proficiency in using database management systems software to compose, modify, and produce queries, forms and reports of various types and styles.

4. To demonstrate proficiency in using presentation graphics software to compose, modify, and produce slide show presentation of various types and styles.

5. To demonstrate proficiency in differentiating among various categories of computers, and software.

6. To demonstrate proficiency in differentiating among various Internet services, and components.

7. To demonstrate proficiency in differentiating among various characteristics and uses of desktops, laptops, tablets and handheld computers.

8. To demonstrate proficiency in differentiating among various types of Internet and network attacks.

9. To demonstrate proficiency in differentiating among various types of input and output.

10. To demonstrate proficiency in differentiating among various types of digital storage.

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Skill Objective:	**Critical Thinking Skills:** include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
THECB Course Objective	3. To demonstrate proficiency in using database management systems software to compose, modify, and produce queries, forms and reports of various types and styles.
Course Student Learning Outcome	3. To demonstrate proficiency in using database management systems software to compose, modify, and produce queries, forms and reports of various types and styles.
General Learning Activities	The student will be lectured on the concepts of using Access to extract relevant information from a database. The students will learn about many variations of queries including using the AND and OR operators to affect the relationship between criteria. They will also complete a hands-on lab exercise to demonstrate their ability to create the necessary criteria needed to extract the desired information from a database.
Assessment *Must Include Assignment & Rubric*	The Access Lab Exam will be utilized to assess the skill objective. Rubric: Critical Thinking Skills Rubric: gather and assess information relevant to skills exam and analyze, evaluate, and synthesize information to reach appropriate conclusion

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Skill Objective:	**Communication Skills:** include effective development, interpretation and expression of ideas through written, oral and visual communication
THECB Course Objective	1. To demonstrate proficiency in using word processing software to compose, modify, and produce documents of various types and styles.
Course Student Learning Outcome	1. To demonstrate proficiency in using word processing software to compose, modify, and produce documents of various types and styles.
General Learning Activities	The student will be lectured on the concepts of using Microsoft Word to create documents such as research papers and business letters. Multiple features will be introduced relating to these types of documents including, but not limited to, inserting pictures, formatting features, editing, citing, footnotes, bibliography features, and tables. The students will complete hands-on lab activities to reinforce these concepts and allow them to demonstrate their ability to use these features in Word to communicate effectively.
Assessment *Must Include Assignment & Rubric*	The Word Lab Exam will be utilized to assess the skill objective. Sample Exam Rubric: Communication Skills Rubric: gather and assess information relevant to skills exam and analyze, evaluate, and synthesize information

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Skill Objective:	**Empirical and Quantitative Skills:** include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
THECB Course Objective	2. To demonstrate proficiency in using spreadsheet software to compose, modify, and produce worksheets of various types and styles.
Course Student Learning Outcome	2. To demonstrate proficiency in using spreadsheet software to compose, modify, and produce worksheets of various types and styles.
General Learning Activities	The student will be lectured on the concepts of using Excel to calculate and evaluate numerical data. Charts and What-If Analysis tools will be demonstrated as well as how to create and utilize formulas and functions, the difference in Absolute and Relative cell referencing and many formatting features. The student will also complete labs to enforce and allow them to demonstrate their ability to use these features in Excel to analyze numerical data. The importance of spreadsheets in the business world to make many decisions based on data is stressed.
Assessment *Must Include Assignment & Rubric*	The Excel Lab Exam will be utilized to assess the skill objective. Rubric: Empirical and Quantitative Skills Rubric: gather and assess information relevant to skills exam and analyze, evaluate, and synthesize information