

BUTTE COLLEGE

COURSE OUTLINE

I. CATALOG DESCRIPTION

BCIS 18 - Introduction to Business Technology

3 Unit(s)

Prerequisite(s): NONE

Recommended Prep: BCIS 84; ability to key 25 wpm; Reading Level IV; English Level III; Math Level II

Transfer Status: CSU

42.5 hours Lecture

25.5 hours Lab

This course is an examination of information and communication technologies used in today's businesses and the impact these technologies are having on today's workplaces. The course will include examination and application of a wide range of information and communication technology tools used to support and enhance business functions and processes. Focus will be placed on solving a variety of business problems, improving organizational productivity, and achieving the goals of business.

II. OBJECTIVES

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

- A. Identify and explain how business technology supports business functions and processes;
- B. Assess the impact of technology on today's businesses;
- C. Describe current and emerging technologies used in business;
- D. Identify, describe, and use the features and functions of a computer operating system;
- E. Identify, describe, and use the features of an Internet browser;
- F. Identify, describe, and apply various input technologies to enter and manipulate information accurately and efficiently;
- G. Identify, describe, and use productivity software, including word processing, spreadsheets, databases, and presentations, to support business tasks;
- H. Evaluate the communication technologies used to enhance and improve internal and external business communication; and
- I. Effectively and efficiently conduct online research, and evaluate results for accuracy, relevancy, and currency.

III. COURSE CONTENT

A. Unit Titles/Suggested Time Schedule

Lecture	
<u>Topics</u>	<u>Hours</u>
1. Impact of technology and its role in today's businesses	2.50
2. Emerging technologies used in business	2.50
3. Features and functions of computer operating systems	10.00
4. Features of Internet browsers	5.00
5. Input Technologies	5.00
6. Productivity Software and its applications in business	10.00
7. Technological Communication	2.50
8. Internet Research	5.00
Total Hours	42.50

Lab

<u>Topics</u>	<u>Hours</u>
1. Features and functions of computer operating systems	4.00
2. Features of Internet browsers	1.50
3. Input Technologies	3.00
4. Productivity Software and its applications in business	11.00
5. Technological Communication	3.00
6. Internet Research	3.00
Total Hours	25.50

IV. **METHODS OF INSTRUCTION**

- A. Lecture
- B. Instructor Demonstrations
- C. Group Discussions
- D. Collaborative Group Work
- E. Class Activities
- F. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture

V. **METHODS OF EVALUATION**

- A. Exams/Tests
- B. Research Projects
- C. Oral Presentation
- D. Group Participation
- E. Lab Projects
- F. Performance Examinations

VI. **EXAMPLES OF ASSIGNMENTS**

- A. Reading Assignments
 - 1. Conduct online research to locate three current and relevant articles regarding how social media tools are being used in business. Once located, read articles, compile information, and write a three-page report summarizing the three articles and cite sources using The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting.
 - 2. Read articles and/or chapter on the impact that emerging technologies is having on today's businesses. Be prepared to discuss this topic during the next class period.
- B. Writing Assignments
 - 1. Work with two other students in the class to research a business technology topic. Locate and identify five articles regarding a business technology topic and compose a two-page report summarizing this topic. Use the report to create a multi-media presentation and present findings to the class. Be prepared to engage class in discussion regarding the topic.
 - 2. After reading the chapter enhancing a document with graphics using Word, select a minimum of three stated objectives that are listed at the beginning of the chapter and write an Objective Analysis for each. Each Objective Analysis should include the following: 1) Selected objectives; and 2) Written discussion (one or more paragraphs for each objective) of whether you feel that you have met the objective once the material has been covered. If you feel you have not met the objective, then please include reason(s) why.
- C. Out-of-Class Assignments

1. After completing the section in the textbook covering character formatting in Word, complete the projects at the end of the chapter during in either a Butte College open lab or by using a personal computer that has Word 2010 installed.
2. Complete the online concepts checks covering creating, editing, and formatting a worksheet using Excel using the course's Blackboard site in either a Butte College open lab or by using a personal computer with Internet access.

VII. **RECOMMENDED MATERIALS OF INSTRUCTION**

Textbooks:

- A. Seguin, D.. Computer Concepts. 1 Edition. EMCParadigm, 2013.
- B. Murphy, J. . Welcome to Microsoft Office 2010. 1st Edition. Labriynth, 2010.

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