



BCIS 18 - Introduction to Business Technology

Catalog Description

Transfer Status: CSU

Unit(s): 3.00

Lecture: 42.50 Contact hours/85.00 Out of class hours/127.50 Total hours/2.50 Unit(s)

Lab: 25.50 Contact hours/0.00 Out of class hours/25.50 Total hours/0.50 Unit(s)

Total: 68.00 Contact hours/85.00 Out of class hours/153.00 Total hours/3.00 Unit(s)

Course Description: 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.

Objectives

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

- 1. Identify and explain how business technology supports business functions and processes
2. Assess the impact of technology on today's businesses
3. Describe current and emerging technologies used in business
4. Identify, describe, and use the features and functions of a computer operating system
5. Identify, describe, and use the features of an Internet browser
6. Identify, describe, and use productivity software, including word processing, spreadsheets, databases, and presentations, to support business tasks
7. Evaluate the communication technologies used to enhance and improve internal and external business communication
8. Effectively and efficiently conduct online research, and evaluate results for accuracy, relevancy, and currency
9. Identify, describe, and apply cloud technologies for secure data storage and collaboration.

Course Content

Topic Titles / Suggested Time Topic

Lecture

Table with 2 columns: Topics, Lec Hrs. Lists lecture topics and their corresponding hours, ending with a total of 42.50 hours.

Lab

Table with 2 columns: Topics, Lab Hrs. Lists lab topics and their corresponding hours, ending with a total of 25.50 hours.

Methods of Instruction

- A. Class Activities
B. Collaborative Group Work
C. Group Discussions

- D. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- E. Instructor Demonstrations
- F. Lecture

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### Methods of Evaluation

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

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### Examples of Assignments

#### Reading Assignments

1. 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.
2. Conduct online research to locate three articles on the topic of evaluating websites. Analyze and share key findings with classmates in the online Discussion Board. Review and respond to classmates' research and findings.

#### Writing Assignments

1. Conduct online research to locate three current and relevant articles regarding how artificial intelligence is being used in business. Once located, read articles, compile information, and write a three-page report summarizing the research using the MLA rules for formatting and citations.
2. 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.

#### 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 using a personal computer that has the latest version of Microsoft Word installed.
2. Complete the online concepts checks covering creating, editing, and formatting a worksheet with Excel.

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### Recommended Materials of Instruction

Seguin, D. (2023). Computer Concepts & Applications for Microsoft Office 365. *Paradigm Education Solutions, 1st.* 9781792473838.

Nordell, Randy, et. al. (2023). Microsoft Office 365: In Practice, 2021. *McGraw-Hill, 1st.* 9781266773150.

Rutkosky, Nita, et. al. (2023). Marquee Series: Microsoft 365 Word, Excel, Access, and PowerPoint. *Paradigm Publishing, 1st.* 9781792465901.

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### Minimum Qualifications

Office Technologies

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**Created/Revised by:** Kelley, Michelle

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