

University of North Texas at Dallas
Fall 2025
SYLLABUS

YEAR COURSE OFFERED: 2025

SEMESTER COURSE OFFERED: Fall

DEPARTMENT: School of Business

COURSE NUMBER: BCIS 1305.0003 (1278)

NAME OF COURSE: Business Computer Applications

NAME OF INSTRUCTOR: Jaime Ramos, Ph.D.

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The information contained in this class syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.
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Learning Objectives

Introduction and development of business computing and technology skills utilizing software tools such as web browsers, e-mail clients, operating systems, word processors, presentation software, spreadsheets, and database applications. Current topics of relevance to the IT industry will also be discussed.

Major Assignments/Exams

Grading Matrix:

Instrument	Value (points or percentages)	Total Points	% of Total
Reading Activities	10 (may include multiple “for grade portions”) @ 10 points each	100	6.666%
In-Class Activities	10 weeks @ 20 points each	200	13.333%
[Homework] SAM Project	7 @ 100 points each	700	46.666%
Review Capstones	2 @ 100 points each	200	13.333%

Exams	3 @ 100 points each	300	20.000%
Total:		1,500	100.0%

Required Reading

You will need to PURCHASE an Access Code or Subscription for homework and exams

Text: The New Perspectives Collection, Microsoft Office 365 & Office 2019, with MindTap. **Authors:** Carey/Pinard/Shaffer/Shellman/Vodnik's. **Publisher:** Cengage

Links will be provided in Canvas to your homework on Cengage Mindtap, you can use such links to buy your access code.

I DO NOT recommend a physical book as it will not have an access code AND it will NOT have the full content we will discuss (our book is a "COLLECTION" of topics and a physical book may miss some chapters)

If you get your book from our bookstore make sure that it includes the "MindTap Printed Access Card"

An Access Code or Subscription will give you access to the Cengage Mindtap platform for our class (including homework and exam assignments) and the eBook!

Recommended Reading

If relevant, it will be provided/announced in class.

Recommended Technology

You will need a laptop for this course

Microsoft Excel 365 will be teach/discussed (as UNT Dallas student you can get it for FREE. I will show you how to get it. DO NOT waist your money paying for it!)

List of discussion/lecture topics

Reading List

READING 1	Getting Started with Technology for Success: Computer Concepts
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	Introduction to Technology for Success: Computer Concepts
	Concepts Module 1: Impact of Digital Technology
	Module 1 Introduction and Lesson Objectives
VIDEO	1.1 Concept Video: Explore the Impact of Virtual Reality
	1.1 Reading: Explain Society's Reliance on Technology
VIDEO	1.2 Concept Video: Assist Users with Disabilities
	1.2 Reading: Develop Personal Uses for Technology
	1.3 Reading: Explain the Role of Technology in the Professional World
READING 2	Concepts Module 2: The Web
	Module 2 Introduction and Lesson Objectives
	2.1 Reading: Explain the Role of the Web in Daily Life
	2.2 Reading: Describe Websites and Webpages
VIDEO	2.3 Concept Video: Using E-Commerce for Personal Transactions
	2.3 Reading: Use E-Commerce
	2.4 Reading: Apply Information Literacy Skills to Web Searches
	2.5 Reading: Conduct Online Research
READING 3	Concepts Module 3: Computer Hardware
	Module 3 Introduction and Lesson Objectives
VIDEO	3.1 Concept Video: How Computers Represent Data
	3.1 Reading: Categorize the Various Types of Computer Hardware
	3.2 Reading: Demonstrate Familiarity with Input and Output Devices
	3.3 Reading: Maintain Hardware Components
READING 4	Concepts Module 5: Software and Apps
	Module 5 Introduction and Lesson Objectives

VIDEO	5.1 Concept Video: Trends in App Development
	5.1 Reading: Explain How to Use Apps as Part of Your Daily Life
	5.2 Reading: Use Common Features of Productivity and Graphics Apps
READING 5	Concepts Module 6: Security and Safety
	Module 6 Introduction and Lesson Objectives
VIDEO	6.1 Concept Video 1: Personal Health and Safety Risks of Increased Computer Use
VIDEO	6.1 Concept Video 2: Protect Yourself from Cybersecurity Attacks
	6.1 Reading: Discuss Computer Safety and Health Risks
	6.2 Reading: Use Protective Measures to Safeguard Computers and Data
READING 6	Concepts Module 10: Networking
	Module 10 Introduction and Lesson Objectives
VIDEO	10.1 Concept Video: How a Network Operates
	10.1 Reading: Explore Key Features of Connected Networks
VIDEO	10.2 Concept Video: How to Encrypt a Network
	10.2 Reading: Discuss Issues of Network Safety and Neutrality in a Connected World
	10.3 Reading: Connect to Different Types of Networks
READING 7	Concepts Module 11: Digital Communication
	Module 11 Introduction and Lesson Objectives
	11.1 Reading: Explain Digital Communication and its Purpose
VIDEO	11.2 Concept Video: The Importance of Netiquette
	11.2 Reading: Evaluate the Impact of Digital Communication on Everyday Life
	11.3 Reading: Use and Create Multiple Types of Digital Communication
READING 8	Concepts Module 12: Digital Transformation: Cloud, E-commerce, and AI

	Module 12 Introduction and Lesson Objectives
	12.1 Reading: Explain the Basic Concepts of Cloud Computing
	12.2 Reading: Describe Ways Companies Do Business on the Internet
	12.3 Reading: Explain the Basic Concepts of Artificial Intelligence (AI)
VIDEO	12.4 Concept Video: Identify AI in the Workplace
	12.4 Reading: Use AI Technologies
	12.5 Reading: Analyze Ways to Communicate More Proficiently with AI Systems
READING 9	Concepts Module 13: Databases
	Module 13 Introduction and Lesson Objectives
	13.1 Reading: Discuss The Importance Of Databases
VIDEO	13.2 Concept Video: Compare Frontend and Backend Components
	13.2 Reading: Use A Database Management System
	13.3 Reading: Discuss How Data Informs Business Decisions
READING 10	Concepts Module 14: Digital Ethics and Lifestyle
	Module 14 Introduction and Lesson Objectives
VIDEO	14.1 Concept Video: Define Digital Equity and Digital Access
	14.1 Reading: Describe Legal and Ethical Responsibilities of a Digital Citizen
	14.2 Reading: How to Be a Responsible Digital Citizen

Topics and Assignments (called SAM Project/CAPSTONE) List

Word: Overview [how to work with inserting screenshots and text, textboxes, formatting, ...]
PowerPoint: Overview [start a presentation from scratch, insert new slides, change aesthetics (font, colors, etc) Specially export/save-as/print to PDF (including create new folders in their computer, etc.)]

Excel: Overview [especially use of mouse (click/drag/select cells) and some short-cuts and deal with formulas AND use =FORMULATEXT to display them.]
PowerPoint Presentation Concepts: Planning, Developing, and Giving a Presentation
PowerPoint Module 1: Creating a Presentation
PowerPoint Module 2: Adding Media and Special Effects
PowerPoint Modules 1-2 - SAM Capstone Project
Excel Module 1: Getting Started with Excel
Excel Module 2: Formatting Workbook Text and Data
Excel Module 2 SAM Project
Excel Module 3: Performing Calculations with Formulas and Functions
Excel Module 3 SAM Project
Excel Module 4: Analyzing and Charting Financial Data
Excel Modules 1-4 - SAM Capstone Project
Excel Module 5: Generating Reports from Multiple Worksheets and Workbooks
Excel Module 5 - SAM Project
Excel Module 6: Managing Data with Data Tools
Excel Module 6 - SAM Project
Excel Module 7: Summarizing Data with PivotTables
Excel Module 7 - SAM Project
Excel Module 7 - SAM Project 2