

BCIS 1305
BUSINESS COMPUTER APPLICATIONS

Western Texas College

- I. Basic Course Information
 - A. 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. (BCIS 1305 is included in the Business Field of Study.)
- II. Student Learning Outcomes
 - A. Describe the fundamentals of information technology concepts – hardware, software, security, and privacy.
 - B. Demonstrate proper file management techniques to manipulate electronic files and folders in local, network, and online environments.
 - C. Create business documents with word processing software using spelling and grammar check, format and layout, tables, citations, graphics, and mail merge.
 - D. Create business documents and analyze data with spreadsheet software using (1) tables, sorting, filtering, charts and graphics, pivot tables, macros; (2) statistical, financial, logical and look-up functions and formulas; and (3) add-ins.
 - E. Create business multimedia presentations with presentation software using templates, lists, groups, themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views.
 - F. Create databases and manage data with database software using tables, fields, relationships, indexes, keys, views, queries, forms, reports, and import/export functions.
 - G. Integrate business software applications.
 - H. Use web-based technologies to conduct ethical business research. I. Use “goal seeking” and “what-if analysis” to solve problems and Make adjustments/recommendations in a business environment.
- III. Testing Requirements
 - A. The final exam must be proctored.
- IV. Late Work Policy
 - A. All late work must be approved by instructor prior to being late
 - B. All late work will have at least 10% of the maximum grade deducted from earned grade
 - C. Instructor reserves all rights regarding the acceptance of late work without prior approval
- V. Major Course Requirements
 - A. Quizzes 30%
 - B. Homework 30%
 - C. Exams 40%

VI. Information on Books

- A. Required Book: Go! Microsoft Office 365 2019 Edition E-Text with MyLab Access: ISBN: 9780135651261
- B. Required: All assessments will be done either through D2L-Brightspaces, Pearson's MyLab or a Combination of both.

VII. Other Policies, Procedures and important dates. Please refer to the [WTC Catalog](#) for the following:

- A. Campus Calendar
- B. Final Exam Schedule
- C. How to drop a class
- D. Withdrawal Information
- E. Student Conduct/Academic Integrity
- F. Class Attendance
- G. Student with disabilities

VIII. Course Content

Chapter	Topic
Chapter 1	Word: Creating Documents with Microsoft Word
Chapter 2	Word: Creating Cover Letters and Using Tables to Create Resumes
Chapter 3	Word: Creating Research Papers, Newsletters, and Merged Mailing Labels
Chapter 1	Excel: Creating a Worksheet and Charting Data
Chapter 2	Excel: Using Functions, Creating Tables, and Managing Large Workbooks
Chapter 3	Excel: Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools
Chapter 1	PowerPoint: Getting Started with Microsoft PowerPoint
Chapter 2	PowerPoint: Formatting PowerPoint Presentations
Chapter 3	PowerPoint: Enhancing a Presentation with Animation, Video, Tables, and Charts

***** The information referenced in the syllabus, policies, procedures and assignments in this course are subject to change by the discretion of the instructor at any time.**