

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.)
 - B. Required Prerequisite: None
- 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. (ask your instructor for more details)
 - B. Students will be allowed to use the one sheet study sheet provided by instructor for the final exam
- IV. Major Course Requirements
 - A. Lab Assignments 45%
 - B. Attendance 20%
 - C. Final 35%
- V. Information on Books

- A. Required Book: MyLab IT with Pearson eText -- Access Card -- for Exploring Microsoft Office 2019 ISBN 9780135402467
- VI. 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
- VII. Course Content

***Disclaimer: Assignments due to change by instructor

	Chapter Description	Activity
	Logon instructions for MYITLAB & getting started with labs	
	Hardware, File Management, Computer Security	Videos, Exams
Chapter 1	Exploring Office: Word	Assignments, Exams
Chapter 2	Exploring Office: Word	Assignments, Exams
Chapter 3	Exploring Office: Word	Assignments, Exams
Chapter 1	Exploring Office: Excel	Assignments, Exams
Chapter 2	Exploring Office: Excel	Assignments, Exams
Chapter 3	Exploring Office: Excel	Assignments, Exams
Chapter 1	Exploring Office: Access	Assignments, Exams
Chapter 2	Exploring Office: Access	Assignments, Exams
Chapter 3	Exploring Office: Access	Assignments, Exams
Chapter 1	Exploring Office: PowerPoint	Assignments, Exams
Chapter 2	Exploring Office: PowerPoint	Assignments, Exams
Chapter 3	Exploring Office: PowerPoint	Assignments, Exams
Review		Review for Final
Final		Final Exam