

## Business Computer Applications (BCIS 1305)



**Credit:** 3 semester credit hours (3 hours lecture)

### 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. *This course is time-bound, structured, and completed totally online.*

### Required Textbook and Materials

1. ***Skills for Success with Microsoft Office 2019*** by Adkins, & Wolf, Volume 1, Custom Edition for Lamar Institute of Technology bundled with MyITLab student access code.
  - a. ISBN number is 9780135768914 (LIT Bundle) Textbook is in MyITLab electronically
2. **Access to MS Word, Excel, Access, and PowerPoint 2019.** This is your responsibility to have these programs on your computer. It is not the responsibility of the instructor. There is a link in the Start Here section to help with this.

***The book is included with online purchase of access code.***

***Or you can purchase the book bundle at campus bookstores that comes with the access code.***

### Course Objectives

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

1. Describe the fundamentals of information technology concepts – hardware, software, security, and privacy.
2. Demonstrate proper file management techniques to manipulate electronic files and folders in local, network, and online environments.
3. Create business documents with word processing software using spelling and grammar check, format and layout, tables, citations, graphics, and mail merge.
4. 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.
5. Create business multimedia presentations with presentation software using templates, lists, groups, themes, colors, clip art, pictures, tables, transitions, animation, video, charts, and views.
6. Create databases and manage data with database software using tables, fields, relationships, indexes, keys, views, queries, forms, reports, and import/export functions.
7. Integrate business software applications.
8. Use web-based technologies to conduct ethical business research.
9. Use “goal seeking” and “what-if analysis” to solve problems and make adjustments/recommendations in a business environment.

### Course Outline

- |   |                                      |
|---|--------------------------------------|
| A. Software                             | 2. Blackboard website and navigation |
| 1. Word, Excel, Access, PowerPoint 2019 | 3. MyITLab website and navigation    |

BCIS 1305  
Course Syllabus

B. Getting Started with Computer Concepts

1. The Computer Is a System
2. Common Operating Systems
3. Input Devices
4. Storage Devices
5. Apps and Applications
6. Networks
7. Cloud Computing
8. Share Files with Others
9. Office 365
10. Buying a Computer

C. Windows 8 Chapter 2

1. Sign In to Windows 10
2. Work with Store Apps
3. Create and Save Documents
4. Search for Applications, Files, and Settings
5. Download and Unzip Student Data Files
6. View Files in File Explorer
7. Search for and Copy Files
8. Move, Rename, and Delete Files
9. Personalize the Desktop and Create Snips
10. Print, Restore Settings, and Sign Out

D. Internet Explorer Chapter 3

1. Browse from the Start Screen
2. Browse from the Desktop and Add Favorites
3. Navigate and Search Websites
4. Use Accelerators and Search Providers
5. Manage Browser Tabs
6. Organize Favorites
7. Print and Save Web Pages
8. View and Delete Browsing History
9. Protect Online Privacy
10. Manage Pop-ups and Check Website Safety

E. Create Letters and Memos

1. Type Letter Text
2. Apply Styles and Set Grammar and Spelling Options
3. Select and Insert Text
4. Copy, Cut, and Paste Text
5. Check Spelling and Grammar
6. Check Writing Style and Insert Synonyms
7. Use Format Painter
8. Apply Advanced Font Settings
9. Create Document Footers
10. Save Documents as PDF Files

F. Create Business Reports

1. Find and Replace Text
2. Insert and Modify Footnotes
3. Add Sources
4. Insert Citations and Bibliographies
5. Format Bulleted and Numbered Lists
6. Set Paragraph Indents
7. Modify Line and Paragraph Spacing
8. Set Line and Page Break Options and Modify Styles
9. View Multiple Pages and Set Margins
10. Create Custom Headers and Footers

G. Create Flyers

1. Insert Text and Pictures from Files
2. Resize and Align Pictures
3. Apply Picture Styles and Artistic Effects
4. Set Tab Stops
5. Type Tabbed Lists
6. Apply Table Styles
7. Create Tables
8. Delete and Add Table Rows and Columns
9. Format Text in Table Cells
10. Format Tables

H. Create Newsletters and Mail Merge Documents

1. Modify Themes and Create Columns
2. Modify Margins and Columns
3. Apply Text Effects
4. Create Styles
5. Add Borders and Shading to Paragraphs and Pages
6. Insert and Adjust Online Pictures
7. Insert SmartArt
8. Format SmartArt
9. Create Labels Using Mail Merge
10. Preview and Print Mail Merge Documents

I. Create Workbooks with Excel 2019

1. Create and Save Workbooks
2. Enter Data and Merge and Center Titles
3. Construct Addition and Subtraction Formulas
4. Construct Multiplication and Division Formulas
5. Adjust Column Widths and Apply Cell Styles
6. Insert the SUM Function
7. AutoFill Formulas and Data
8. Format, Edit, and Check Spelling

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### Course Syllabus

9. Insert Footers and Adjust Page Settings
  10. Display Formulas and Print Worksheets
- J. Insert Summary Functions and Create Charts
1. Align and Wrap Text
  2. Apply Absolute Cell References
  3. Format Numbers
  4. Insert the AVERAGE Function
  5. Insert the MIN and MAX Functions
  6. Create Column Charts
  7. Format Column Charts
  8. Create and Format Pie Charts
  9. Update Charts and Insert WordArt
  10. Preview and Print Multiple Worksheets
- K. Manage Multiple Worksheets
1. Organize Worksheet Tabs
  2. Enter and Format Dates
  3. Clear Cell Contents and Formats
  4. Move Cell Contents and Use Paste Options
  5. Enter Data in Grouped Worksheets
  6. Insert Multiple Math Operators in Formulas
  7. Format Grouped Worksheets
  8. Insert, Hide, Delete, and Move Worksheets
  9. Create Summary Worksheets
  10. Create Clustered Bar Charts
- L. Create Database Tables
1. Create Databases
  2. Create Tables in Datasheet View
  3. Enter Data in Datasheets
  4. Create Tables in Design View
  5. Relate Tables
  6. Enter Data in Related Tables
  7. Import Data into Tables
  8. Filter and Sort Datasheets
  9. Format Datasheets
  10. Preview and Print Datasheets
- M. Create Reports
1. Build Queries for Reports
  2. Use Report Tool to Create Reports
  3. Format Reports
  4. Add Totals to Reports
  5. Preview and Print Reports
  6. Use Blank Report Tool to Create Reports
  7. Group and Sort Reports
  8. Modify Report Layouts
  9. Filter Reports
  10. Create Label Reports
- N. Getting Started with PowerPoint 2019
1. Open, View, and Save Presentations
  2. Edit and Replace Text
  3. Format Slide Text
  4. Check Spelling and Use the Thesaurus
  5. Insert Slides and Modify Slide Layouts
  6. Insert and Format Pictures
  7. Organize Slides in Slide Sorter View
  8. Apply Slide Transitions and View Slide Shows
  9. Insert Headers and Footers and Print Handouts
  10. Add Notes Pages and Use Presenter View
- O. Format a Presentation
1. Create New Presentations
  2. Change Themes and Variants
  3. Change Font Colors and Effects
  4. Format Slide Backgrounds with Fill
  5. Add Pictures and Textures to Slide Backgrounds
  6. Format Text with WordArt
  7. Change Character Spacing
  8. Modify Bulleted and Numbered Lists
  9. Move and Copy Text and Objects
  10. Use Format Painter and Clear All Formatting
- P. Enhance Presentations with Graphics
1. Insert Slides from Other Presentations
  2. Insert, Size, and Move Online Pictures
  3. Modify Picture Shapes, Borders, and Effects
  4. Insert, Size, and Move Shapes
  5. Add Text to Shapes and Insert Text Boxes
  6. Apply Gradient Fills and Group and Align Graphics
  7. Convert Text to SmartArt Graphics and Add Shapes
  8. Modify SmartArt Layouts, Colors, and Styles
  9. Insert Video Files
  10. Apply Video Styles and Adjust Videos
- Q. Present Data Using Tables, Charts, and Animation
1. Insert Tables
  2. Modify Table Layouts
  3. Apply Table Styles
  4. Insert Column Charts

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### Course Syllabus

5. Edit and Format Charts
6. Insert Pie Charts
7. Apply Animation Entrance and Change Duration
8. Modify Animation Timing and Use Animation Painter
9. Delay or Remove Animation
10. Navigate Slide Shows

### Grade Scale

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

### Course Evaluation

Final grades will be calculated according to the following criteria:

- |                          |     |
|--------------------------|-----|
| 1. Daily work            | 50% |
| 2. Applications Exams    | 25% |
| 3. Final (Comprehensive) | 25% |

### Course Policies

1. Students should log onto Blackboard/MyITLab and access this course every day to keep on track with assignments. And actually do the assignments each day. There are 4 daily assignments each day with an exam at the end of the application (Word, Excel, Access, PowerPoint)
2. Cheating of any kind will not be tolerated.
3. Internet Usage – Students are expected to use proper net etiquette while participating in course emails, assignment submissions, and online discussions.
4. Students should turn assignments in by the posted due date and time. Late work is accepted but not encouraged. All assignments and quizzes stay open the entire term.
5. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.
6. Exams are not timed.
7. Grades will be posted under the Grades icon on the MyITLab class web site.
8. If you need to contact the instructor, you can use the e-mail link in Blackboard, or my LIT e-mail at [sbjacobs@lit.edu](mailto:sbjacobs@lit.edu). Your e-mail will be answered within 24 hours Monday – Thursday and within 72 hours Friday - Sunday.
9. All assignments will be completed using MyITLab. Assignment may NOT be submitted via email. All due dates will be posted on the MyITLab websites.
10. The MyITLab access code is mandatory. A student not acquiring these mandatory materials will not be able to PASS this course because 100 % of the material MUST be completed in MyITLab.
11. Data files can be located inside MyITLab assignment.
12. Additional class policies as defined by the individual course instructor.

### **Technical Requirements (for courses using Blackboard)**

The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at:

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Student/015\\_Browser\\_Support/015\\_Browser\\_Support\\_Policy](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Student/015_Browser_Support/015_Browser_Support_Policy) A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of the online technology and resources.

### **Disabilities Statement**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)839-2018. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](http://www.lit.edu/special-populations)

### **Student Code of Conduct Statement**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at [www.lit.edu](http://www.lit.edu) or obtained in print upon request at the Student Services Office. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

### **Starfish**

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT. For more information: <http://www.lit.edu/STEP/StarFish.aspx>