

Business Computer Applications (BCIS 1305) Online



Credit: 3 semester credit hours (3 hours lecture)

Prerequisite/Co-requisite: Complete the Online Orientation and answer yes to 7+ questions on the Online Learner Self-Assessment:

<http://www.lit.edu/depts/DistanceEd/OnlineOrientation/OOStep2.aspx>

Course Description

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, 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 2013* by Kris Townsend, Volume 1, Custom Edition for Lamar Institute of Technology
bundled with MyITLab student access code.
 - a. ISBN number is 9781323159736.
2. Access to Word, Excel, Access, and PowerPoint 2013
Please wait and listen to the video on purchasing the book bundle before purchasing it. The best method is the campus bookstores.

Course Objectives

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

1. Identify Computer Concepts terminology and concepts; basic operating system functionality and terminology; and internet browsers functionality
2. Apply basic and advanced formatting techniques skills to produce word processing documents, including Letters and Memos, Business Reports, Flyers, Newsletters.
3. Demonstrate basic skills involving spreadsheet functions; create formulas, charts, and graphs; manipulate data; and generate reports including AutoFill, Absolute Cell References, Grouping sheets and linking formulas
4. Develop a database; create and format tables, queries, and reports; and enter and modify table data.
5. Develop and deliver business presentations using presentation software; Create presentations using text, visual and/or sound elements; use techniques as slide layout, themes, transitions and animations, charts and tables.

Course Outline

A. Software

1. Word, Excel, Access, PowerPoint 2013
2. Blackboard website and navigation
3. MyITLab website and navigation
4. Pretest

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 8
 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 2013
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
 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 2013
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

10. Apply Video Styles and Adjust Videos

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

Q. Present Data Using Tables, Charts, and Animation

1. Insert Tables
2. Modify Table Layouts
3. Apply Table Styles
4. Insert Column Charts
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:

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

Course Requirements

1. Purchase required materials including MyITLab access code and book material.
2. Submit assignments by the due date and time posted in the website.
3. Create and submit files in Word, Excel, Access, and PowerPoint 2013.
4. Use MyITLab to submit all assignments.

Course Policies

1. Students should turn assignments in by the posted due date and time. For Word chapters late submissions will have no penalty points deducted. For Excel, Access and PowerPoint chapters' late submission will have 12 points deducted.
2. 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.

3. Exams will be closed book/note and will test information in assigned chapters and material discussed in class. Exams are timed. Be sure to have enough time to complete an exam before starting it.
4. Grades will be posted under the Grades/Custom View icon on the MyITLab class web site.
5. If you need to contact the instructor, you may leave a voice mail or e-mail in Blackboard, MyITLab (preferred) or the instructor's LIT e-mail. Your call or e-mail will be answered within 24 hours Monday – Thursday and within 72 hours Friday - Sunday. If leaving a voice mail, be sure to leave a phone number that can be understood.
6. All assignments will be completed using either MyITLab. Assignment may NOT be submitted via email. All due dates will be posted on the MyITLab websites.
7. 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.
8. Data files can be located in MyITLab or on the publisher's resource website.
9. Additional class policies as defined by the individual course instructor.

Technical Requirements

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

<http://kb.blackboard.com/pages/viewpage.action?pageId=25368512>

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 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building.

Course Schedule (Refer to MyITlab for actual assignments and due dates)

Week	Topic	Reference
1	Course introduction and policies Pre Test, MyITLab, Blackboard Review each type of assignment	
2	Technology Fundamentals: ➤ Chapter 1: Getting Started with Computer Concepts ➤ Chapter 2: Getting Started with Windows 8	pp. 2-22 pp. 30-50
3	Technology Fundamentals: Chapter 3: Browse with Internet Explorer Technology Fundamentals Exam	pp. 58-78

Week	Topic	Reference
	Word Chapter 1: Create Letters and Memos	pp. 116-136
4	Word Chapter 2: Create Business Reports	pp. 150-170
5	Word Chapter 3: Create Flyers	pp. 184-204
6	Word Chapter 4: Create Newsletters and Mail Merge Documents	pp. 218-238
	Word Application Exam	
7	Excel Chapter 1: Create Workbooks with Excel 2013	pp. 272-292
8	Excel Chapter 2: Insert Summary Functions Create Charts	pp. 306-326
9	Excel Chapter 3: Manage Multiple Worksheets	pp. 340-360
	Excel Applications Exam	
10	Access Chapter 1: Create Databases Tables	pp. 430-450
11	Access Chapter 4: Create Reports	pp. 532-552
	Access Applications Exam	
12	PowerPoint Chapter 1: Getting Started with PowerPoint 2013	pp. 584-604
13	PowerPoint Chapter 2: Format a Presentation	pp. 618-638
14	PowerPoint Chapter 3: Enhance Presentations with Graphics	pp. 652-672
15	PowerPoint Chapter 4 – Present Data Using Tables, Charts and Animation	pp. 686-706
16	Final Exam	

Contact Information Varies by Instructor