El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	**Business Management**
COURSE RUBRIC NUMBER	**BCIS 1305**
COURSE TITLE	**Business Computer Applications**
COURSE CREDIT HOURS	**3** **3** **1**
	Credits Lec Lab

I. Catalog Description

Discusses computer terminology, hardware, software, operation systems, and information systems relating to the business environment. Provides the main focus on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. **Prerequisite: READ 0309 or INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better. (3:1).**

II. Course Objectives

A. Unit I. Computer Basics/Understanding and Using Windows

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

1. Describe, and utilize the Windows User Interface to navigate around the computer.
2. Describe the Windows concept of file naming conventions and extensions.
3. Utilize Windows Explorer to manage created files (creating folders, deleting folders/files, renaming folders/files, copying or moving folders/files, and file sizes).
4. Work with zip files.

B. Unit II. Microsoft Word Application Software and Related Concepts

Upon successful completion of this unit, the student will be able to

1. Run Microsoft Word and identify the key components of the Word screen.
2. Use Microsoft Word to create, format, edit, and save business related documents (e.g., letters, mail merge, resume, and reports).
3. Create web pages with hyperlinks using Word.
4. Create and format a document with a cover page, table of content, applying section breaks, headers and footers, and page numbers.
5. Create a document using columns, border and shading, WordArt, symbols, and pictures.
6. Create and use AutoText, styles, table with formulas, references, and index entry.
7. Track document changes, add and delete comments.

C. Unit III. Microsoft PowerPoint

Upon successful completion of this unit, the student will be able to

1. Run Microsoft PowerPoint and identify the key components of the screen.
2. Explain the differences between the three applications utilized in the course and when each tool should be utilized and extend this discussion to all software.
3. Use Microsoft PowerPoint to create and save a business-related document.

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4. Utilize the Internet to acquire information for slide presentations.

D. Unit IV. Microsoft Excel Application Software and Additional Concepts

Upon successful completion of this unit, the student will be able to

1. Run Microsoft Excel and identify the key components of the Excel screen.
2. Use Microsoft Excel to create, format, edit, and save a workbook.
3. Create and using general formulas and functions with relative, mixed, and absolute cell references.
4. Utilize Microsoft Excel to create various charts from data.
5. Use the financial functions (PMT, FV, and PV) and statistical functions (AVERAGE, MAX, MIN, COUNT) in a worksheet.
6. Use the IF, VLOOKUP, and HLOOKUP functions to implement decision in a worksheet.
7. Distinguish between a cell reference, a worksheet reference, a workbook reference. Consolidate data from multiple worksheets, and workbooks.
8. Develop a spreadsheet model and template for a financial forecast.
9. Working with large worksheets and tables. Protect worksheets and workbook.
10. Track editing changes made to a spreadsheet.
11. Create a pivot table and pivot chart and save as a Web page.
12. Work with Excel list: importing, creating, and maintaining a list; sorting, filtering and using the subtotals, column totals, and summary report.
13. Import Access data. Apply sorting, filtering, and conditional formatting. Create range names and use DSUM, DAVERAGE, DMAX, DMIN, and DCOUNT functions to calculate summary statistics. Create PivotTable and PivotChart.
14. Convert text to columns. Use PROPER, CONCATENATE, LOWER, and SUBSTITUTE functions to create user ID and E-Mail Addresses.
15. Use SUMIF(S), AVERAGEIF(S), and COUNTIF(S), Nest the AND/OR in an IF Function.
16. Trace precedents, and dependents and correct cell formulas. Use Error Checking and validate data.
17. Capture parts of an Excel workbook and put them into a Word document.

E. Unit V. Microsoft Access Application Software and Additional Concepts

Upon successful completion of this unit, the student will be able to

1. Run Microsoft Access and identify the key components of a database.
2. Use Microsoft Access to create and use business-related databases.
3. Maintain and update databases.
4. Use Microsoft Access to create queries, reports, and forms using calculated fields and expression builder.
5. Use financial and statistical functions in queries and reports.
6. Create, edit, sort and perform calculations and grouping in reports.
7. Create and working with data aggregates
8. Create PivotTable and PivotChart and calculate summary statistics.
9. Create and modify a multiple-table query. Create action and crosstab query
10. Create a query based on multiple-tables, and create a report for the query.
11. Create a main form containing two subforms linked to one another.

III. THECB Learning Outcomes (ACGM)

Upon successful completion of this course, students will:
1. Describe the fundamentals of Information Technology (IT) infrastructure components: hardware, software, and data communications systems.
2. Explain the guiding principles of professional behavior in computing.
3. Demonstrate proper file management techniques to manipulate electronic files and folders in a local and networked environment.
4. Use business productivity software to manipulate data and find solutions to business problems.

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5. Explain the concepts and terminology used in the operation of application systems in a business environment.
6. Identify emerging technologies for use in business applications.
7. Complete projects that integrate business software applications.

IV. Evaluation

Students will take **three** major examinations during the semester. Each exam consists of two parts: theory and practice on computers. Cheating will not be tolerated. Students found cheating will be dropped from the course and referred to the Dean for proper action. The student's semester grade

will be determined by a composite average of exams (600 points), projects (100 points), homework assignments (200 points), class attendance, and participation in class discussions (100 points).

Exams on theories (100) and practices (100) (3 at 200 each)	600 points
Projects	100 points
Chapter Assignments (end of the chapter practices)	200 points
Attendance and Participation	100 points
TOTAL	**1,000 points**

The semester grade scale will be:

A = 900 - 1000;   B = 800 –899;   C = 700 - 799; D = 600 – 699;   F = below 699

V. Disability Statement (American with/Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.