



**TRINITY VALLEY COMMUNITY COLLEGE
ADMINISTRATIVE-MASTER SYLLABUS**

The Administrative- Master Syllabus is an administrative tool; it is **not intended to be distributed to students.** It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of TVCC, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction. The Administrative-Master Syllabus will demonstrate that there is consistency and comparability in course offerings.

Course Title

Business Computer Applications

Course Prefix and Number

BCIS 1305

Department – Division

Computer Science

Course Type – select from one of the following categories.

- **Academic General Education Course** (from ACGM – but not in TVCC Core)
- **Academic TVCC Core Course**
- **WECM Courses**

Semester Credit Hours: Lecture Hours: Lab/other hours

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
3	2	4

Other hours include practicum, clinical or other types of non-lecture instruction. *If other, please specify: _____

Course Catalog Description

This course covers computer terminology, hardware, software, operating system, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word-processing, electronic spreadsheets, a database management system, presentation software, and business-orientation utilization of the internet..

Prerequisites/co requisites

None

Topical Outline

This course provides an overview of microcomputer applications including a brief introduction to computer concepts, Microsoft Windows, Microsoft Office 2007, Microsoft Office Word 2007, Microsoft Office Excel 2007, Microsoft Office Access 2007, Microsoft Office Power Point 2007, and integration of the applications.

Course Learning Outcomes

The student will acquire an understanding of the following course learning outcomes:

Essential Introduction to Computers

- *Define the term computer and discuss the four basic computer operations: input, processing, output, and storage*
- *Define data and information*
- *Explain the principal components of the computer and their use*
- *Describe the use of magnetic disks, USB flash drives, and other storage media*
- *Discuss computer software and explain the difference between system software and application software*
- *Identify several types of personal computer application software*
- *Discuss computer communications channels and equipment and the Internet and World Wide Web*
- *Define e-commerce*
- *Explain how to purchase a personal computer*

Introduction to Microsoft Windows XP

- *Start Microsoft Windows XP, log on to the computer, and identify the objects on the desktop*
- *Perform the basic mouse operations: point, click, right-click, double-click, drag, and right-drag*
- *Display the Start menu and launch an application program*
- *Open, minimize, maximize, restore, move, size, scroll, and close a window*

- *Display drive and folder contents*
- *Create a folder in Windows Explorer and a WordPad document*
- *Browse the Web using Internet Explorer 7.0, a URL, and tabbed browsing*
- *Download folders from scsite.com*
- *Copy, move, rename, and delete files*
- *Search for files using a word or phrase in the file or by name*
- *Use Help and Support*
- *Log off from the computer and turn it off*

Word 2007

- *Start and quit Word*
- *Describe the Word window*
- *Enter text in a document*
- *Check spelling as you type*
- *Save a document*
- *Format text, paragraphs, and document elements*
- *Undo and redo commands or actions*
- *Insert a picture and format it*
- *Print a document*
- *Change document properties*
- *Open a document*
- *Correct errors in a document*
- *Describe the MLA documentation style for research papers*
- *Change line and paragraph spacing in a document*
- *Use a header to number pages of a document*
- *Apply formatting using shortcut keys*
- *Modify paragraph indentation*
- *Create and modify styles*
- *Insert and edit citations and their sources*
- *Add a footnote to a document*
- *Insert a manual page break*
- *Create a bibliographical list of sources*
- *Move text*
- *Find and replace text*
- *Use the Research task pane to look up information*
- *Format characters and paragraphs*
- *Insert and format clip art*
- *Set and use tab stops*
- *Identify the components of a business letter*
- *Insert the current date*
- *Create and insert a building block*
- *Insert a Word table, enter data in the table, and format the table*
- *Use a template to create a document*

- *Fill in a document template*
- *Copy and paste using the Office Clipboard*
- *Indent paragraphs*
- *Insert a Quick Part*
- *Sort a List*
- *Use print preview to view and print a document*

Excel 2007

- *Start and quit Excel*
- *Describe the Excel worksheet*
- *Enter text and numbers*
- *Use the Sum button to sum a range of cells*
- *Copy the contents of a cell to a range of cells using the fill handle*
- *Save a workbook*
- *Format cells in a worksheet*
- *Create a 3-D Clustered Column chart*
- *Change document properties*
- *Save a workbook a second time using the same file name*
- *Print a worksheet*
- *Open a workbook*
- *Use the AutoCalculate area to determine statistics*
- *Correct errors on a worksheet*
- *Use Excel Help to answer questions*
- *Enter formulas using the keyboard and Point mode*
- *Apply the AVERAGE, MAX, and MIN functions*
- *Verify a formula using Range Finder*
- *Apply a theme to a workbook*
- *Add conditional formatting to cells*
- *Change column width and row height*
- *Check the spelling of a worksheet*
- *Set margins, headers and footers in Page Layout View*
- *Preview and print versions of a worksheet*
- *Use a Web query to get real-time data from a Web site*
- *Rename sheets in a workbook*
- *E-mail the active workbook from within Excel*
- *Rotate text in a cell*
- *Create a series of month names*
- *Copy, paste, insert, and delete cells*
- *Format numbers using format symbols*
- *Freeze and unfreeze titles*
- *Show and format the system date*
- *Use absolute cell references in a formula*
- *Use the IF function to perform a logical test*
- *Use the Format Painter button to format cells*

- *Create a 3-D Pie chart on a separate chart sheet*
- *Color and rearrange worksheet tabs*
- *Change the worksheet view*
- *Answer what-if questions*
- *Goal seek to answer what-if questions*

Access 2007

- *Describe databases and database management systems*
- *Design a database to satisfy a collection of requirements*
- *Start Access*
- *Describe the features of the Access window*
- *Create a database*
- *Create a table and add records*
- *Close a table*
- *Close a database and quit Access*
- *Open a database*
- *Print the contents of a table*
- *Create and print custom reports*
- *Create and use a split form*
- *Use the Access Help system*
- *Create queries using the Simple Query Wizard*
- *Print query results*
- *Create queries using Design View*
- *Include fields in the design grid*
- *Use text and numeric data in criteria*
- *Create and use parameter queries*
- *Save a query and use the saved query*
- *Use compound criteria in queries*
- *Sort data in queries*
- *Join tables in queries*
- *Create a report from a query*
- *Perform calculations in queries*
- *Calculate statistics in queries*
- *Create crosstab queries*
- *Customize the Navigation pane*
- *Add, change, and delete records*
- *Search for records*
- *Filter records*
- *Update a table design*
- *Format a datasheet*
- *Use action queries to update records*
- *Use a subdatasheet*
- *Sort records*
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PowerPoint 2007

- *Start and quit PowerPoint*
- *Describe the PowerPoint window*
- *Select a document theme*
- *Create a title slide and text slides with single- and multi-level bulleted lists*
- *Save a presentation*
- *Copy elements from one slide to another*
- *View a presentation in Slide Show view*
- *Open a presentation*
- *Display and print a presentation in grayscale*
- *Check spelling*
- *Create slides from a blank presentation*
- *Change views to review a presentation*
- *Change slide layouts*
- *Add a background style*
- *Insert, move, and size clip art*
- *Insert a photograph from a file*
- *Delete a placeholder*
- *Change font color*
- *Format text using the Format Painter*
- *Add and size a shape*
- *Apply Quick Styles to placeholders and shapes*
- *Select slide transitions*
- *Preview and print an outline and handout*

Relationship to General Education Outcomes – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with an "X"	General Education Outcome
	A. To communicate clearly and effectively in both oral and written English.
	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
	C. To understand mathematical information and utilize mathematical skills.
	D. To demonstrate qualitative and quantitative critical thinking skills.
	E. To understand and appreciate cultural and ethnic diversity.
X	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
	J. To develop skills and strategies to become an engaged learner.

Required Text(s)

The current edition of the textbook from the bookstore.

Optional Text(s)

None

Material/Technology to be supplied by the student.

If the student is taking this course as an Internet course, then the student is responsible for having access to the Internet.

The student will need a storage media to save laboratory assignments and practice exams on.

Course Requirements/Grading System – describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course; not intended to restrict the individual nature by which each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.

GRADING SYSTEM:

The student’s grade will be determined by performance on quizzes, unit tests, laboratory assignments and a final. The class instructor prepares the individual grade criteria with respect to the departmental syllabus.

Approvals – the contents of this document have been reviewed and are found to be accurate.

Prepared by	Signature	Date
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date