

BCIS-BUSINESS COMPUTER SYSTEMS (BCIS)

BCIS 1110. Introduction to Information Systems 3 Credits (3)

Examination of information systems and their impact on commerce, education, and personal activities. Utilization of productivity tools for communications, data analysis, information management and decision-making.

Learning Outcomes

1. Describe the social impact of information literacy and systems in relation to commerce, education, and personal activities.
2. Explain how to use the information resources legally, safely, and responsibly in relation to ethical, security, and privacy issues.
3. Evaluate bias, accuracy and relevance of information and its sources.
4. Use productivity tools for communications, data analysis, information management and decision-making.
5. Describe and use current information systems and technologies

BCIS 1160. Windows 1-3 Credits (1-3)

This course prepares students to develop the skills needed to deploy and manage Windows. Students will learn how to manage and troubleshoot Windows devices in a secure network environment. Students will also learn to run multiple operating systems using client Hyper-V. Microsoft Intune will be utilized to teach students to manage Windows mobile and desktop devices in a cloud-based environment. Out-of-class computer work is required. May be repeated up to 6 credits.

Learning Outcomes

1. Demonstrate how to install Windows.
2. Execute System Utilities.
3. Explain how to manage disks and file systems.
4. Recount the features of user management.
5. Describe Windows security features.
6. Identify the features of user productivity tools and application support.
7. Highlight the steps to complete performance tuning and system recovery.
8. Outline in detail how Microsoft Intune Device Management is utilized.
9. Summarize how to run multiple operating systems inside a virtual machine using Client Hyper-V. 1
10. Summarize Enterprise Computing. 1
11. Illustrate Remote Access and Client Support processes.

BCIS 1215. Introduction to MS Excel I 3 Credits

This course introduces Microsoft Excel spreadsheet software. Coverage includes creating, editing, manipulating, and printing workbooks, charts, features and commands, spreadsheet design, formulas, and functions.

Learning Outcomes

1. Identify the basic Excel (spreadsheet) concept.
2. Describe and apply basic skills of worksheet and cell formatting, charts, and tables.
3. Recognize and demonstrate the concepts of creating, editing, and formatting worksheets.
4. Apply and demonstrate the concepts of working with charts.

5. Apply formulas and functions.
6. Analyze data using formulas and compiling workbook data.

BCIS 1220. Introduction to MS Word 3 Credits (2+2P)

This course introduces MS Word software. Basic word processing techniques and applications will be covered. Students will create, revise, store, share and retrieve documents. Students will learn various formatting techniques, use of tables, use of references tools. May be repeated up to 6 credits.

Learning Outcomes

1. Manage documents: navigate within documents; format documents; save and share documents; and inspect documents for issues.
2. Insert and format text, paragraphs, and sections: Insert text and paragraphs; format text and paragraphs; create and configure document settings.
3. Manage tables and lists: create tables; modify tables; create and modify lists.
4. Create and manage references: create and manage reference elements; create and manage reference tabs.
5. Insert and format graphic elements: insert illustrations/text boxes; format illustrations and text boxes; add text to graphic elements; modify graphic elements.
6. Manage document collaboration: add and manage comments; manage change tracking.

BCIS 1230. Introduction to MS PowerPoint 3 Credits (3)

Introduction to the electronic presentation, specifically how to use, design and edit presentation graphics for use in a variety of personal and business applications. Students will learn how to create and work with design templates, auto layouts, and background slides. Also covered are how to add tables, charts, clip art, pictures, video, sound and animation effects.

Prerequisite: BCIS 1220 or ability to demonstrate keyboarding and Windows proficiency.

Learning Outcomes

1. Create, edit, format, and save PowerPoint presentations.
2. Create and change templates.
3. Create, apply, and customize Master slides.
4. Create, apply, and customize presentation themes.
5. Create, apply, and customize styles presentations.

BCIS 1750. Microsoft Outlook and Office Procedures 3 Credits (3)

This course provides information about office principles and procedures that are used in the fast-paced offices of today. Student will become proficient using Microsoft Outlook and other current technologies to develop the foundational skills necessary to manage email, appointments, contacts, and tasks.

Prerequisite: ENGL 1110G.

Learning Outcomes

1. Demonstrate office skills in office communications, record management, proofreading, research techniques, planning meetings and conferences, writing and dictating correspondence.
2. Describe the technologies of the modern office such as electronic mail, word processing, information processing, and telecommunications.
3. Perform a mastery of punctuation, grammar, writing skills and indexing skills.

4. Manage records, make travel arrangements, and execute general administrative duties.
5. Define ethics and ethical behavior.
6. Manage the Outlook environment efficiently within a professional business setting.
7. Manage messages in an organized way for productivity.
8. Manage schedules to clearly communicate among professionals.
9. Manage contacts and groups to effectively connect business individuals.

BCIS 2120. Desktop Publishing

3 Credits (3)

This course utilizes a variety of software packages to produce reports, brochures, advertisements, correspondence and newsletters. Various software packages are used such as Microsoft Office Publisher® and Adobe® InDesign CS Suite.

Prerequisite: BCIS 1110.

Learning Outcomes

1. Effectively utilize the features of Microsoft Publisher, such as create, open, edit, save, view and print a publication.
2. Design and create top quality publications using templates, color schemes, text and graphics suitable for academic professional, and personal use.
3. Merge publications while working with advanced formatting.
4. Produce publications using design techniques, font schemes, object manipulation, and layout guides.

BCIS 2130. Web Design

3 Credits (3)

Design and create a website using HTML, CSS, web development tools and industry-recognized software while applying best practices in site management and business web presence.

Learning Outcomes

1. Students will identify and apply best practices for web design in a business setting.
2. Students will create a basic web page utilizing WC3 principles.
3. Students will explain the importance and impact of web presence in today's business environment.
4. Students will determine and utilize web page features and techniques for a specific business.
5. Students will create a web design management plan for business.
6. Students will discuss web page tools for performance and web traffic analytics.
7. Students will identify web design components for a mobile society.

BCIS 2221. MS Word®II

3 Credits (2+2P)

This course provides an in-depth study of MS Word software. Students will learn how to create professional business documents, templates, customize themes, mail merge, and reports with citations and references.

Prerequisite: OTEC 1101 or keyboarding proficiency.

Learning Outcomes

1. Create, edit, format, and save Word documents.
2. Create reports using chosen reference style which includes citations and bibliography.
3. Create a multiple-page report with tables, footnotes, and endnotes.
4. Create a professional newsletter, which includes inserting section breaks, formatting columns, inserting symbols, and distinguishing between online and inline objects.

5. Create and change templates.
6. Create, apply, and customize document themes.
7. Create, apply, and customize styles.
8. Create and edit documents using mail merge with data sources and main documents.

BCIS 2310. Spreadsheets and Data Analysis

3 Credits (3)

Evaluation of and advanced applications of electronic spreadsheets. Basic concepts of business statistics, data analysis, and management science integrated in a contemporary spreadsheet environment. Emphasizes practical applications and business decision making.

Prerequisite: BCIS 1110.

Learning Outcomes

1. Develop and work with professional-looking worksheets.
2. Integrate Microsoft Excel® with other Microsoft programs.
3. Work with multiple worksheets and workbooks.
4. Perform what-if analyses.
5. Enhance Microsoft Excel® with Visual Basic®.
6. Use Microsoft Excel® to perform statistical analyses.