

## BCA 17 Business Computer Applications - Advanced

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### Course Description

This course prepares students to work with Microsoft Office 2016 in a career setting or for personal use. Using courseware that incorporates a step-by-step, project-based approach to help students develop an intermediate/advanced level of skills using the Microsoft Office program. Prior experience using Windows, the Internet, and MS Office Suite is assumed.

### STUDENT LEARNING OUTCOMES:

By the end of this course, students should be able to:

- Be proficient in using the major applications of the Microsoft Office suite to organize, analyze, and present information.
- Create, and edit Word documents, Excel Worksheets, Database objects and PowerPoint Presentations of varying complexity
- Apply appropriate formatting elements and styles to a range of document types
- Add graphics and other visual elements to enhance created documents
- Analyze numerical data and project outcomes to make informed decisions
- Perform mid-level to advanced queries in a database to assist with decision making
- Modify PowerPoint presentations to present information in an attractive way

**Prerequisites:** BCA 15

### Required Course Resources

*Benchmark Series Microsoft Office 2016* by Rutkosky/Roggenkamp/Rutkosky,

© Paradigm Publishing, Inc. (textbook and workout or ebook)

**ISBN 978-0-76387-271-7** (this ISBN will include the need **workbook**)

SNAP 2016 Training and Assessment account

USB flash drive

Earphones/Headsets

### Computer Time

Approximately six to eight hours per week of computer time outside of class is recommended for successful completion of course requirements.

### Grading

Final grades will be calculated as an average of all of the following assignments:

SNAP tutorial and Skills Check completion	35%
End of Chapters Skills Assessments	30%
Unit Performance Assessments and Production Exams	35%

## Final Grading

Letter grades will be assigned according to the following scale:

Average Percentage:	Grade
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

## College and Course Policy Information

This college conforms to the provisions of the Americans with Disabilities Act. You are invited to report any special needs to your instructor.

- Your attendance is expected at all class sessions.
- We subscribe to the college policy on academic honesty found in the school catalog.

## Course Schedule—*Benchmark Series Office 2016*

### 16-week semester

Week	Application	Chapter	Description
1	Word, Unit 2 – Enhancing and Customizing Documents	Ch 5	Applying Formatting and Inserting Objects
2		Ch 6	Maintaining Documents and Printing Envelopes and Labels
2		Ch 7	Creating Tables and SmartArt
3		Ch 7 Ch 8	Creating Tables and SmartArt Merging Documents
3		Ch 8	Merging Documents
4		Unit 2	<b>Performance Assessments</b>
4	Word		<b>Test</b>
5	Excel, Unit 2 – Enhancing the Display of Workbooks	Ch 5	Moving Data within and between Workbooks
5		Ch 6	Maintaining Workbooks
6		Ch 7	Creating Charts and Inserting Formulas
7		Ch 8	Adding Visual Interest to Workbooks
8		Unit 2	<b>Performance Assessments</b>
8	Excel		<b>Test</b>

Week	Application	Chapter	Description
9	<b>Access, Unit 2 – Creating Forms and Reports</b>	Ch 5	Creating Forms
10		Ch 6	Creating Reports and Mailing Labels
10		Ch 7	Modifying, Filtering, and Viewing Data
11		Ch 8	Importing and Exporting Data
12	Unit 2 <b>Performance Assessments</b>		
12	<b>Access</b>	<b>Test</b>	
13		Ch 5	Creating Tables, Charts, and SmartArt Graphics
13		Ch 6	Using Slide Masters and Action Buttons
14		Ch 7	Applying Custom Animation and Setting Up Shows
15		Ch 8	Integrating, Sharing, and Protecting Presentations
16	Unit 2 <b>Performance Assessments</b>		
16	<b>PowerPoint</b>	<b>Test</b>	
16	<b>Integration</b>	Integrated Project (workbook)	

### Each chapter contains the following teaching elements and exercises:

- **SNAP** is a web-based training and assessment program and learning management system (LMS) designed to optimize skill-based learning. SNAP creates a virtual classroom on the web, SNAP's performance-based support for the *Benchmark Series* includes:
- **SNAP tutorials** — Interactive tutorials, aligned to directly support chapter skills, provide guided training and measured practice and can be used for direct instruction or remediation
- **Skills Exercises** — Semi-guided exercises ask students to demonstrate their mastery of the major features and program skills taught in the chapter, with immediate, automatic scoring and individualized feedback of student work
- **Visual Benchmark**—With limited guidance, students are challenged to use their problem-solving skills and mastery of program features to build a file that matches a shown sample file.
- **SNAP Projects** – a culminating Project activities, for comprehensive evaluation of skills mastery, also with automatic scoring and individualized feedback of student work
- **Unit Performance Assessments** follow each set of four chapters and offer opportunities for cross disciplinary, comprehensive evaluation. Unit Performance Assessments are separate sections at the end of each group of four chapters that include a range of activities to evaluate student achievement.

## *Attendance*

### Face-To-Face Course

If you are no more than 10 minutes late, please come in, but do not disrupt the class, you will be marked as late and for every 3 late days it will be counted as 1 absent day.

5 absences and you may be dropped from the class.

### Online Course

If you do not log into the course for 7 consecutive days, you may be dropped from the class.

## *Required Material*

### Access to Microsoft Office 2016 Software

You must have access to MS Office 2016 (MS Office 2013 can also be used for this class). You cannot complete all of the coursework on a Mac. Access, one of the programs in the Office suite, is NOT available on Mac. If you intend to use a Mac for this class, be aware it is your responsibility to find an alternate Windows machine to work on during that section of the course. There are no other work-around for this issue. In addition, you will also have to make sure that your Word, Excel, and PowerPoint files that are created on a Mac system will work properly on the standard Windows PCs.

### Benchmark Office 2016 Book (**ISBN 978-0-76387-271-7**)

Please note that when purchasing your textbook to **include the four end of chapters' level one** Workbooks of Word, Excel, Access, and PowerPoint (which will already be included if you use the ISBN number that is listed above).

This book is required for every assignment in the class. If you choose to order it online, be aware that you will still be responsible for submitting the material as per the calendar listed in the Canvas Syllabus, Alternately, you can purchase the textbook from the college bookstore.

I will not change the dates because of issues surrounding your ability to obtain the book.

IF YOU DO NOT HAVE THE BOOK, YOU CANNOT PASS THE CLASS.

If you purchase the book used YOU DO NOT NEED THE CD THAT ACCOMPANIES IT. All of the information contained on the CD has been copied into this class course on Canvas.