BCIS 1405 - Business Computer Applications
Syllabus

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<tr>
<th>CRN:</th>
<th>Semester: Fall 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Days and Times:</td>
</tr>
<tr>
<td></td>
<td>Lecture: Mon. 13:00 – 14:45</td>
</tr>
<tr>
<td></td>
<td>Wed. 13:00 – 14:45</td>
</tr>
<tr>
<td></td>
<td>Tutor: Mon. 15:00 – 16:45</td>
</tr>
<tr>
<td></td>
<td>Wed. 15:00 – 16:45</td>
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</table>

Class name: BCA
Campus: SaigonTech Tower
Room: Lab 211

I. INSTRUCTOR INFORMATION
- **Instructor:** Dinh Thanh Son
  - Office location: Room 603 - SaigonTech Tower - Quang Trung Software City, Dist. 12, HCMC
  - Office hours: by appointment
  - Phone: 0943778380
  - Email: sondt@saigontech.edu.vn
  - Website: http://www.saigontech.edu.vn/faculty/SonDT
- **Tutor:** Nguyen Duc Tien
  - Office location: Room 603 - SaigonTech Tower - Quang Trung Software City, Dist. 12, HCMC
  - Email: tiennd@saigontech.edu.vn
  - Phone: 0969.343606
- **Type of Instruction:** Lecture/Lab
- **Instructional Methods:** Face to Face

II. TEXT AND MATERIALS
Before starting the course, you will need the following:
- **Exploring Microsoft Office 2013 Volume 1** by Mary Anne Poatsy | Mulbery | Hogan | Rutledge | Krebs | Cameron.
  Published by Pearson Prentice Hall. ISBN 0-13-314267-1
- Storage device for saving files (any of the following: multiple diskettes, CD-RW, flash drive, etc.)

III. COURSE DESCRIPTION
- Credit: 4
- This is a hands-on course in which you will learn to use a computer to practice the four most popular programs within the Microsoft Office Suite (Word, Excel, Access, and PowerPoint) and designing and implementing web pages. You will learn to be an intermediate level user of the Microsoft Office Suite.
- Within the Microsoft Office Suite, you will use Word, Excel, Access, and PowerPoint. Microsoft Word is a word processing program with which you can create common business and personal documents. Microsoft Excel is a spreadsheet program that organizes and calculates accounting-type information. Microsoft Access is a database program that organizes large amounts of information in a useful manner. Microsoft PowerPoint is a presentation graphics program with which you can develop slides to accompany an oral presentation. Finally, HyperText Markup Language (HTML) is the main markup language for creating web pages and other information that can be displayed in a web browser.

IV. ATTENDANCE
- Students should be present and punctual for all classes.
• Regular class attendance will maximize your computer skills for your personal and professional future.

V. CLASSROOM RULES OF CONDUCT
• Be respectful of your instructor and fellow classmates at all times.
• As a courtesy, please do not talk, type or print while the instructor is talking to the class or when a student is asking a question which pertains to the class.
• Refrain from “surfing” the Web during class, unless directed by your instructor.
• Turn off cell phones and pagers.
• Refrain from bringing food and drink into the classroom.
• You are encouraged to work together to solve problems. However, you must complete your own work.

VI. CLASS POLICIES
• Disability Accommodations - Students with a learning disability need to discuss their situation with the Disability Support Services Department. Students need to request an accommodation notification for the instructor.
• Late Assignments Policy
  o A project, that is turned in late, will have a 20 points penalty per a day and if it is three days late, it will not be accepted.
  o Students who submit their assignments late will receive 0 (zero) for the corresponding assignment.
• Make-up Exam Policy
  o You are expected to take each exam on the scheduled dates. Make-up exams are not guaranteed, but are granted at the discretion of the instructor. If make-up exams are allowed, it is necessary to make arrangements with the instructor prior to exam date.

VII. Academic Dishonesty Policy

1. Cheating

Acts of cheating in examinations, homework, tests and other assignments include but are not limited to:

- Copy tests, works, reports etc. from computers, database, programs of other students and people
- Use study materials or electronic devices during examinations, tests without instructor’s permission
- Collaborate with other students during examinations, tests, or assignments without instructor’s permission
- Use or submit the same work for different classes without instructors’ permission
- Use, buy, sell, steal, spread out, ask for a part or a whole of unpublished tests
- Take the test for someone else or have someone take the test for you or help or ask someone to do your homework
- Bribe to get unpublished tests
- Bribe students, instructors, or school staff to change grades

2. Plagiarism

Acts of plagiarism include but are not limited to:
Submit other people’s works to get points
Copy words or ideas without citing source and author’s name
Do not use quotation marks for direct citation
Cite the wrong source
Change the wording but sentence structure without citing author’s name
Borrow words/ phrases from a source without using quotation marks or with making negligible change
Copy too many words or ideas that make up the most of personal work, regardless of whether source and author’s name are cited
Copy information from Internet such as company information, market information etc.
Use Google Translation to write up papers, regardless of whether you use your own ideas or borrow ideas
Use Google Translation to write up papers by translating Vietnamese from existing Vietnamese study materials/ sources into English

VIII. ACADEMIC DISCIPLINE/ PROGRAM LEARNING OUTCOMES

- Develop essential operating systems skills including how to use, setup, configure, troubleshoot and maintain a current microcomputer operating system
- Use and configure essential office applications and Help other technology users, develop training and maintenance plans and to translate new technical knowledge so that others can use it.
<table>
<thead>
<tr>
<th><strong>Course SLO</strong> (Students Learning Outcomes)</th>
<th>Use keyboarding technique, word processing, spreadsheet, database, presentation software and designing and implementing web pages. Integrate applications to produce documents.</th>
</tr>
</thead>
</table>
|                                          | 1. Keyboarding technique  
|                                          | 2. Getting Started with Windows 7  
|                                          | 3. Edit and Enhance a document  
|                                          | 4. Develop a presentation  
|                                          | 5. Work with a worksheet using functions, chart...  
|                                          | 6. Create and edit query, report, and form  
|                                          | 7. Design website using HTML. |

| **LO (Learning Objectives)** | 1.1 Introduce keyboarding technique  
|                            | 1.2 Introduce a software to practice keyboarding  
|                            | 2.1 Understand the desktop  
|                            | 2.2 Manage windows  
|                            | 2.3 Identify Windows accessories  
|                            | 2.4 Work with security settings and software  
|                            | 2.5 Perform a search  
|                            | 2.6 Get help  
|                            | 3.1 Understand how word processors work  
|                            | 3.2 Customize Microsoft Word  
|                            | 3.3 Use features that improve readability  
|                            | 3.4 Check spelling and grammar  
|                            | 3.5 Display a document in different views  
|                            | 3.6 Prepare a document for distribution  
|                            | 3.7 Modify document properties  
|                            | 3.8 Apply font attributes through the Font dialog box  
|                            | 3.9 Control word wrapping  
|                            | 3.10 Set off paragraphs with tabs, borders, lists, and columns  
|                            | 3.11 Apply paragraph formats  
|                            | 3.12 Understand styles  
|                            | 3.13 Create and modify styles  
|                            | 3.14 Format a graphical object  
|                            | 3.15 Insert symbols into a document  
|                            | 3.16 Insert comments in a document  
|                            | 3.17 Track changes in a document  
|                            | 3.18 Acknowledge a source  
|                            | 3.19 Create and modify footnotes and endnotes  
|                            | 3.20 Insert a Table of Contents and Index  
|                            | 3.21 Add other reference tables  
|                            | 3.22 Create cross-references  
|                            | 3.23 Insert a table  
|                            | 3.24 Format a table  
|                            | 3.25 Sort and apply formulas to table data  
|                            | 3.26 Convert text to a table  
|                            | 3.27 Select a main document  
|                            | 3.28 Select or create recipients  
|                            | 3.29 Insert merge fields  
|                            | 3.30 Merge a main document and data source  
|                            | 4.1 Use PowerPoint views  
|                            | 4.2 Save as a slide show  
|                            | 4.3 Plan a presentation  
|                            | 4.4 Use slide layouts  
|                            | 4.5 Apply Themes |
4.6 Review the presentation
4.7 Insert media objects
4.8 Add a table
4.9 Use animations and transitions
4.10 Insert a header and footer
4.11 Run and navigate a slide show
4.12 Print in PowerPoint
4.13 Create a presentation using a template
4.14 Modify a template
4.15 Create a presentation in Outline view
4.16 Modify an outline structure
4.17 Print an outline
4.18 Import an outline
4.19 Add existing content to a presentation
4.20 Use Sections
4.21 Examine slide show design principles
4.22 Modify a theme
4.23 Create shapes
4.24 Apply Quick Styles and customize shapes
4.25 Create SmartArt
4.26 Modify SmartArt
4.27 Create WordArt
4.28 Modify WordArt
4.29 Modify objects
4.30 Arrange objects
4.31 Insert a picture
4.32 Transform a picture
4.33 Use the Internet as a resource
4.34 Add video
4.35 Use Video Tools
4.36 Add audio
4.37 Change audio settings
4.38 Create a Photo Album
4.39 Set Photo Album options
5.1 Plan for effective workbook and worksheet design
5.2 Explore the Excel Window
5.3 Enter and edit cell data
5.4 Use AutoFill
5.5 Display cell formulas
5.6 Manage worksheets
5.7 Manage worksheets
5.8 Manage columns and rows
5.9 Select, move, copy and paste
5.10 Apply alignment and font options
5.11 Apply number formats
5.12 Select page setup options
5.13 Print a workbook
5.14 Use semi-selection to create a formula
5.15 Use relative, absolute, and mixed cell references in formulas
5.16 Avoid circular references
5.17 Insert a function
5.18 Total values with the SUM function
5.19 Insert basic statistical functions
5.20 Use date functions
5.21 Determine results with the IF function
5.22 Use lookup functions
5.23 Calculate payments with the PMT function
5.24 Create and maintain range names
5.25 Use range names in formulas
5.26 Decide which chart type to create
5.27 Create a chart
5.28 Change the chart type
5.29 Change the data source and structure
5.30 Apply a chart layout and style
5.31 Move a chart
5.32 Print charts
5.33 Insert and customize a Sparkline
5.34 Select and format chart elements
5.35 Customize chart labels
5.36 Format axes and gridlines
5.37 Add a Trend line
5.38 Freeze rows and columns
5.39 Print large datasets
5.40 Understand table design
5.41 Create a table
5.42 Apply a table style
5.43 Sort data
5.44 Filter data
5.45 Use structured references and a total row
5.46 Apply conditional formatting
5.47 Create a new rule
5.48 Sort and filter using conditional formatting
6.1 Navigate among objects in Access database
6.2 Understand the difference between working in storage and memory
6.3 Practice good database file management
6.4 Back up, compact, and repair Access files
6.5 Create filters
6.6 Sort table data on one or more fields
6.7 Know when to use Access or Excel to manage data
6.8 Use Relationships window
6.9 Understand relational power
6.10 Design data
6.11 Create tables
6.12 Understand table relationships
6.13 Share data with Excel
6.14 Establish table relationships
6.15 Create a single-table query
6.16 Specify criteria for different data types
6.17 Copy and run a query
6.18 Use the Query Wizard
6.19 Create a multi-table query
6.20 Modify a multi-table query
6.21 Understand the order of operations
6.22 Create a calculated field in a query
6.23 Create expressions with the Expression Builder
6.24 Use built-in functions in Access
6.25 Perform date arithmetic
6.26 Add aggregate functions to datasheets and queries
6.27 Create forms using the form tools
6.28 Modify a form
6.29 Sort records in a form
6.30 Identify form sections
### 6.31 Revise forms using form views
### 6.32 Identify control types in forms
### 6.33 Create reports using report tools
### 6.34 Modify a report
### 6.35 Sort records in a report
### 6.36 Identify report sections
### 6.37 Revise reports using report views
### 6.38 Identify control types in reports

### 7.1 Introduction
### 7.2 Developing a Basic Web Page
### 7.3 Adding Hypertext Links to a Web Page
### 7.4 Designing a Web Page Working with Fonts, Colors, and Graphics
### 7.5 Designing a Web Page with Tables
### 7.6 Using Frames in a Web Site
### 7.7 Creating Web Page Forms

## IX. EVALUATION AND GRADING

- You will be evaluated based on your combined performance on homework assignments and exams.
- The Assignment Sheet will enable easy tracking of progress and grades.
- Your ability to understand and follow the directions in the text thoroughly will be an essential component for successful completion of the projects/homework.
- Every project assigned from the textbook will have at least one Assignment Tag to accompany it. These Assignment Tags list the tasks for each project, and can be used as tools for you and your instructor to evaluate the accuracy and completeness of each project.
- The following grading scale will be used:

<table>
<thead>
<tr>
<th>Course Grading Detail</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>In class test 1 (Microsoft Word)</td>
<td>10%</td>
</tr>
<tr>
<td>Midterm (Microsoft Excel)</td>
<td>25%</td>
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<tr>
<td>In class test 2 (Project MS PowerPoint)</td>
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<tr>
<td>Final (Microsoft Access and HTML)</td>
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<tr>
<td>Keyboarding test</td>
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<td>Assignment</td>
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<td>Student effort</td>
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The passing grade of this course is D.
<table>
<thead>
<tr>
<th>Week</th>
<th>Contents</th>
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| 1    | Course Introduction  
- Office Fundamentals  
- Practice  
- Getting Started with Windows 7  
- Introducing Keyboarding technique  
- Practice | 1 |
| 2    | Word Chapter 1: Introduction to Word  
- Practice  
- Word Chapter 2: Document Presentation  
- Practice | 5  
6 |
| 3    | Word Chapter 3 Collaboration and Research  
- Practice  
- Word Chapter 4: Document Productivity  
- Practice | 9  
10  
11  
12 |
| 4    | Review  
- Test 01  
- Excel Chapter 1: Introduction to Excel  
- Practice | 13  
14  
15  
16 |
| 5    | Excel Chapter 2: Formulas and Functions (cont.)  
- Practice  
- Excel Chapter 2: Formulas and Functions (cont.)  
- Practice | 17  
18  
19  
20 |
| 6    | Excel Chapter 2: Formulas and Functions (cont.)  
- Practice  
- Excel Chapter 3: Excel Charts  
- Practice | 21  
22  
23  
24 |
| 7    | Excel Chapter 4: Excel Datasets and Tables  
- Practice  
- Review  
- Midterm test | 25  
26  
27  
28 |
<p>| 8    | PowerPoint Chapter 1: Introduction to PowerPoint | 29 |</p>
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### XI. EXAM FORMAT

<table>
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<tr>
<th>Exam</th>
<th>Exam Type</th>
<th>Open/Close Book</th>
<th>Number of Question</th>
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