

BUSINESS COMPUTER APPLICATIONS (BCA)

BCA-136 Advanced Word Processing (3)

Begins with a review of basic business correspondence. Instruction includes advanced topics such as mail merge, macros, styles, complex tables, long reports, graphics and online forms. Guided drills are designed to increase speed to 55 words per minute with five or fewer errors on five-minute timed writings. Arts & Sciences Elective Code: B
Hours per week: 2.0 lecture, 2.0 lab

BCA-179 Emerging Technology Trends (3)

Develops knowledge of multimedia and social media concepts by studying multimedia software components and social media platforms. Assessment projects are used by students for demonstration of knowledge of multimedia elements (copyright, video, graphic design, sound, animation), knowledge of tools (smart phones, tablets, digital camera, video camera, digital scanner), knowledge of editing software (sound editing, video editing, graphics editing), and knowledge of social media marketing (platforms, algorithms, content marketing, engagement data). Arts & Sciences Elective Code: B
Hours per week: 2.0 lecture, 2.0 lab

BCA-189 Microcomputer Literacy (1)

Introduces the student to the personal computer concepts and basic computer applications. Students gain knowledge and skills in the basic concepts of Microsoft Windows and Word. They also gain experience using the Internet and email. The course introduces students to spreadsheet and presentation software. This introductory course is intended for students with no knowledge or experience using personal computers. Arts & Sciences Elective Code: B
Hours per week: 0.5 lecture, 1.0 lab

BCA-213 Intermediate Computer Business Applications (3)

Extends basic knowledge of Microsoft Word, Access, Excel and PowerPoint. Demonstrates proficiency at the core level of the MOS (Microsoft Office Specialist) certification. Arts & Sciences Elective Code: B
Hours per week: 2.0 lecture, 2.0 lab

BCA-290 Web Design Principles (3)

Discusses the process of website design and production. Focuses on aesthetic design, which is style, theme and layout, as well as functional design, including usability, content and navigation. Incorporates the use of Web authoring software to produce and maintain websites. Arts & Sciences Elective Code: B
Hours per week: 2.0 lecture, 2.0 lab

BCA-302 Graphics and Multimedia for the Web (3)

Introduces a number of commercial and open source tools for manipulating graphics, audio and multimedia files for presentation on the web. While not a content creation course, some content editing is covered. Primary emphasis is placed on file types, encoding standards, plug-in issues, file optimization and markup options for various browsers and platforms. Arts & Sciences Elective Code: B
Hours per week: 2.0 lecture, 2.0 lab

BCA-320 Content Management Systems (3)

Explores a variety of open-source Web platforms based on Apache/PHP/MySQL technology. Emphasizes content management systems such as WordPress and Drupal, although more specialized systems are also considered. Focuses on deploying, configuring and styling these systems to meet a variety of business and client needs. Arts & Sciences Elective Code: B
Hours per week: 2.0 lecture, 2.0 lab

Prerequisite: Take BCA-290.

BCA-800 Web Technologies Capstone (3)

Provides a cumulative experience for students to independently complete a portfolio-quality Web project. Integrates skills acquired in core and emphasis courses with individual strengths to develop comprehensive solutions. Arts & Sciences Elective Code: B; Comments: Students need to register for this course in the final term of program
Hours per week: 2.0 lecture, 2.0 lab

Prerequisite: Take CIS-334.