

COURSE SYLLABUS

Course Title:	Business Software Applications		Date submitted:	Spring 2014 (AAC: 14-26)	
Department:	Business and Technology				
Curriculum:	Business Administration				
Course Descriptors: Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	Course Code: (eg. ACC 101)	BBG*115	Prerequisites:		
	Course Type:	X	Prerequisite: C- or better in Integrated Reading and Writing I (ENG*065) or placement into Integrated Reading and Writing II (ENG*075) OR Introduction to College Reading & Writing (ENG*093) OR Introduction to College English (ENG*096) OR Reading & Writing VI (ESL*162), OR Composition (ENG*101) [including embedded ENG*101]		
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture N: Internship M: Seminar P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/ Clinical/Lab Z: Combined Lecture/Studio	Elective Type:	G		
	AH: Art History E: English FA: Fine Arts G: General HI: History HU: Humanities LAS: Liberal Arts & Sciences FL: Foreign Language M: Math S: Science SS: Social Science	Credit Hours:	3	Corequisites:	
	Developmental: (yes/no)	no	None		
	Lecture:	1.5			
	Clinical:	0			
	Lab:	1.5			
	Studio:	0			
	Contact Hours:	Other:	0	Other Requirements:	
TOTAL:			None		
Class Maximum:	24				
Semesters Offered:	S/F/Su				
Catalog Course Description:	This hands-on course is designed for Business Administration/Marketing majors to utilize the microcomputer as a tool as they relate to the business environment. These software packages include an emphasis on Excel to build flexible spreadsheets used in business decision-making, supplemented with Word to produce professional-looking documents, Access to select and analyze data to produce valid results, and Powerpoint to effectively present and communicate. Social networking sites and their impact upon business will be explored. Individual and group projects will require students to utilize the MS Suite to prepare business documents, produce in-house publications and create business presentations using themes, tables and graphs.				

<p>Topical Outline: List course content in outline format.</p>	<ol style="list-style-type: none"> 1. Business Documents with Word 2. Presentations with PowerPoint 3. Spreadsheets with Excel 4. Integrating Word, PowerPoint and Excel 5. Publications with Publisher 6. Access 7. Outlook 8. Digital Notebooks with OneNote 9. Web Computing with Office Web Apps. 10. Integrating All Microsoft Applications
<p>Outcomes: Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.</p>	<p>Upon successful completion of this course, the student will be able to do the following:</p> <ol style="list-style-type: none"> 1. customize and integrate the MS Office Suite applications resulting in a competitive advantage in the business environment 2. develop job knowledge and software skills to distinguish one's self from competitors 3. customize, integrate and coordinate themes and designs in documents and presentations 4. design and improve the quality of publications and presentations by creating and delivering leading-edge communications to exceed the expectations of business 5. design, produce and integrate creative and distinctive visual and printed business documents that facilitate effective communication with an audience 6. improve productivity and quality of written and oral presentations by individual and group presentations 7. through individual and team opportunities, develop and deliver written and oral presentations as an integral part of a systemic process 8. use electronic information management software to create, track and store important business information in a timely manner <p>PROGRAM: <i>(Numbering reflects Program Outcomes as they appear in the college catalog)</i></p> <ol style="list-style-type: none"> 7. demonstrate the impact and uses of technology in the 21st century business environment <p>GENERAL EDUCATION: <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i></p> <p>5. Information Literacy/Continuing Learning - Students will be able to use traditional and digital technology to access, evaluate, and apply information to the needs or questions confronting them throughout their academic, professional, and personal lives.</p> <p>Demonstrates: Collects and synthesizes relevant and authoritative information resources appropriate to need and audience and utilizes current technologies to solve problems, complete projects, and make informed decisions.</p> <p>Does Not Demonstrate: Does not collect and synthesize relevant and authoritative information resources appropriate to need and audience nor satisfactorily utilize current technologies to solve problems, complete projects, and make informed decisions.</p>
<p>Evaluation: List how the above outcomes will be assessed.</p>	<p>Assessment will be based on the following criteria:</p> <ol style="list-style-type: none"> 1. quizzes 2. exams 3. hands-on activities, assignments, and individual/team projects

<p>Instructional Resources:</p> <p>List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.</p>	<p>Required: Computer lab classroom, Microsoft Office Suite</p> <p>Desired:</p>
<p>Textbook(s)</p>	<p>Check with department chair for list of approved texts.</p>