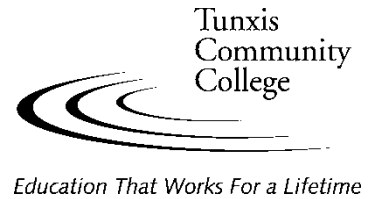


COURSE SYLLABUS



Course Title:	Computerized Office Applications		Date submitted:	Spring 2015 (AAC: 15-37)
Department:	Business and Technology			
Curriculum:	Business Office Technology			
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)	BOT*210	Prerequisites:	
	Course Type:	L	C- or better in Word Processing Applications II (BOT*215) or permission of Program Coordinator	
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture N: M: Seminar Internship P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/Clinical/Lab Z: Combined Lecture/Studio			
	Elective Type:	G		
	E: English FA: Fine Arts HI: History HU: Humanities LAS: Liberal Arts & Sciences FL: Foreign Language M: Math S: Science SS: Social Science G: General			
	Credit Hours:	3	Corequisites:	
	Developmental: (yes/no)	No	None	
	Lecture:	3		
	Clinical:	0		
	Lab:	0		
Studio:	0			
Contact Hours:	0			
	0			
	TOTAL:	3	Other Requirements:	
Class Maximum:	24	None		
Semesters Offered:	F			
Catalog Course Description:	This course provides students with "hands-on" experience in spreadsheet applications and presentation graphics. Students will utilize an integrated software package to complete business assignments.			
Topical Outline: List course content in outline format.	1. Creating a Presentation 2. Using Wizards and Templates 3. Printing, Text Editing and Formatting 4. Inserting Tables and Charts 5. Working with Graphic Objects 6. Delivering a Presentation 7. Understanding Workbook Basics 8. Creating, Printing, and Distributing Worksheets 9. Formatting and Editing Worksheets 10. Calculating Data 11. Workbook Features 12. Working with Charts 13. Automating, Protecting, and Enhancing Work 14. Working with Database Features			

<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: COURSE:</p> <ol style="list-style-type: none"> 1. relate computer knowledge, communication skills, problem solving techniques, and business procedures to business applications in a work environment and take pride in completing a project in an accurate, proficient, and timely manner 2. use logic to make decisions to solve problems, to apply learning and reasoning strategies, and to acquire and utilize information 3. apply mathematical skills and concepts in solving problems related to the format and tabulation of business documents <p>PROGRAM: <i>(Numbering reflects Program Outcomes as they appear in the college catalog)</i> <u>Business Office Technology A.S.; Business Office Technology: Medical Option</u></p> <ol style="list-style-type: none"> 2. keyboard with speed and accuracy that meets industry standards; key and format business documents and demonstrate proofreading skills 5. demonstrate decision-making ability; acquire and utilize information to solve problems; apply computer knowledge; communication skills and business procedures to ability-based projects; and demonstrate responsibility, positive attitude, self-management, honesty, and confidentiality <p>GENERAL EDUCATION: <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i></p> <ol style="list-style-type: none"> 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>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> 6. Oral Communication (embedded) - Students will be prepared to develop oral messages of varying lengths and styles that communicate effectively and appropriately across a variety of settings. <p>Demonstrates: Delivers oral presentations with information and/or analysis appropriate for the rhetorical situation. Content is reinforced by appropriate verbal and nonverbal communication.</p> <p>Does Not Demonstrate: Oral presentations lack information and/or analysis appropriate for the rhetorical situation. Content may not be reinforced by appropriate verbal and nonverbal communication.</p>
<p>Evaluation: List how the above outcomes will be assessed.</p>	<p>Assessment will be based on the following criteria: Ongoing evaluation through instructor observation; Instructor-prepared tests, successful completion of assigned problems in power point presentations including data base programs, charts, graphs, and project based simulations.</p>
<p>Instructional Resources: 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 Desired: None</p>
<p>Textbook(s)</p>	<p>Refer to current academic year printout.</p>