Wayne County Community College District

COURSE SYLLABUS

BUS 225 Computer Application Business

CREDIT HOURS: 3.00

CONTACT HOURS: 45.00

COURSE DESCRIPTION:
This course is a study of the computer environment and practice of selected applications on the personal computer. Specific topics include Microsoft applications, the use of word processing with hands-on applications using Microsoft Word, spreadsheets with hands-on applications using Microsoft Access. Other topics of current interest in information processing and office automation will be discussed (Course is 75-80% hands-on).

PREQUISITES: NONE

EXPECTED COMPETENCIES
Upon successful completion of this course, the student will be able to:

1. Discuss the importance of computer literacy in the information age, and how computers have, and will, increase the productivity of their users.
2. Define the various elements of a computer system and how they can be varied to suit the needs of the user.
3. Perform basic Windows functions essential to the efficient use of the PC.
4. Master commands within MS Word sufficiently to produce simple correspondence and document.
5. Master Excel commands sufficiently to create and edit simple work sheets.
6. Master commands within Access sufficiently to create and edit simple databases and produce simple reports using information from the databases.
7. Identify commands within PowerPoint to create and edit presentations.
8. Master Outlook commands sufficiently to create and maintain basic calendaring functions.
9. Function adequately in a team project context.
10. Think critically, evidenced by constructive in-class and group dialogue, and preparation and delivery of an effective multimedia presentation.
11. Surf the Internet. Compose, send, and read email with attachments.
12. Compose documents at the keyboard.

ASSESSMENT METHODS:
Student performance may be assessed by examination, quizzes, case studies, oral conversation, group discussion, oral presentations. The instructor reserves the option to employ one or more of these assessment methods during the course.

GRADING SCALE:
90%-100% = A
80%-89.9%= B
70%-79.9%= C
60%-69.9%= D
<60% = E