

# Inver Hills Community College

## **BUS 1100: Introduction to Business Applications and Computing**

### **A. COURSE DESCRIPTION**

Credits: 4

Lecture Hours/Week: 4

Lab Hours/Week: 0

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: ACCT 2101

MnTC Goals: None

Introduces software applications designed to increase personal and organizational productivity. Applications include Microsoft Office, including Word, Excel, and PowerPoint. Other topics include a survey of open-source content management systems, relational databases, web analytic tools, computer security, safety, ethics, and privacy concerns.

**B. COURSE EFFECTIVE DATES:** 01/09/2017 - Present

### **C. OUTLINE OF MAJOR CONTENT AREAS**

1. Word, including formatting, themes,, and styles 15%
2. Excel, including formatting, cell formulas, charts and sorting. 15%
3. PowerPoint, including master slides, design and transitions. 10%
4. Basic website development with open source content management. 15%
5. Basic relational database creation and query. 15%
6. Access the Internet for relevant information, including basic website analytics. 10%
7. Basic hardware components (input, output, storage) 5%
8. Email software for professional, effective communication. 5%
9. Computer security and safety, ethics, and privacy concerns related to technology . 5%
10. Windows operating system tasks: organize files by creating folders and managing (copy, move, rename, and delete) files. 5%

### **D. LEARNING OUTCOMES (General)**

1. Perform basic Windows operating system tasks such as folder creation and file saving, moving and deleting.
2. Develop proficiency with the Microsoft Office products of Word, Excel and Power Point.
3. Utilize a relational database system such as Microsoft Access to capture business data, query, and report it.
4. Develop a basic website through an open source content management systems, e.g., Wordpress.
5. Access the Internet for relevant information, including the ability to perform basic web analytics through a commonly used web analytics tool such as Google Analytics.
6. Understand basic hardware components (input, output, storage).
7. Effective utilization of email for professional, effective communication.
8. Understand computer security and safety, ethics, and privacy concerns related to technology.

### **E. Minnesota Transfer Curriculum Goal Area(s) and Competencies**

None

**F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

**G. SPECIAL INFORMATION**

None noted