

Minnesota State College Southeast

BUSN 1245: Business Computers

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course is designed to provide "hands on" training in the use of the computer aimed at information processing for coursework, personal, and professional purposes. According to skillful design standards, students solve business problems using industry-standard software application programs (word processing, spreadsheets, and database management, presentations, and email/calendar). A brief introduction to file management, cloud technology, and operating system is covered. Students will also develop an understanding of computer safety, security, ethics, and privacy. (Prerequisites: none) (3 credits: 3 lecture/0 lab)

B. COURSE EFFECTIVE DATES: 11/01/2016 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Operating system
2. File management
3. Word processing applications
4. Spreadsheet applications
5. Database applications
6. Presentation graphics applications

D. LEARNING OUTCOMES (General)

1. Understand the basic hardware (input, output, and storage) components and software (operating and application) used in the Windows and Internet environment
2. Apply efficient use of computer system and operating and application software
3. Apply the ability to organize files by creating folders and managing (copy, move, rename, and delete) files
4. Understand computer security and safety, ethics, and privacy concerns related to technology
5. Understand how to access the Internet for relevant information
6. Apply proper procedures to create documents, worksheets, databases, and presentations suitable for coursework, personal, and professional purposes
7. Apply word processing, spreadsheet, database, and presentation software to solve business problems
8. Apply e-mail software for professional, effective communication
9. Apply the ability to create, design, and maintain databases by creating tables, queries, reports, and forms while following professional design standards
10. Apply the ability to create, format, analyze, save, and print spreadsheets while following professional design standards
11. Apply the ability to create, format, save, and print word processing documents while following professional design standards
12. Apply the ability to create, format, save, and print presentations while following professional design standards

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted