

Common Course Outline for: BUSN1201 Info Tech Concepts and Business Software 1

A. Course Description

1. Number of credits: 3
2. Lecture hours per week: 3
Lab hours per week: None
3. Prerequisites: Placement in READ 0960 and ENGC 0900.
4. Co-requisites: None
5. MnTC Goals: None

Catalogue description: The purpose of this course is to prepare students for their future academic and professional pursuits. The outcomes are designed to give students the tools to exceed the minimum expectations of employers. The course includes computer concepts and computer application software. The students will learn computer concepts of how computers operate, how they are used in industry, and how they improve communications. They will learn computer hardware, software and development, personal productivity software, data communications, the World Wide Web and e-mail, the social challenge, and career options. The students will learn computer application software using document production in word processing, spreadsheets, and database management. Students will create text-based documents to include letters, research reports in MLA and APA formatting with citations, one-page brochure with clip art, page and section breaks, reviewing/tracking features, and creating a resume as a web page; use the formula features, charting, functions, pivot tables and goal seeking for spreadsheets; and use the database features to create tables and reports, import data from Excel, set validation rules, and establish referential integrity of data including sorting and querying to gain skills to use in other courses or in the workplace. Prerequisites: Placement in READ 0960 and ENGC 0900 or higher. Prior skills of keyboarding and proofreading skills recommended.

B. Date last revised: February, 2016

C. Outline of Major Content Area

Digital Literacy
The Internet
Computers and Mobile Devices
Components of the System Unit
Input and Output
Programs and Apps
Digital Storage
Operating Systems and Utility Programs
Digital Safety and Security
Communications
Data Management

D. Course Learning Outcomes

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

1. Evaluate computer concepts and their impact on home, work, and school.
2. Create word processing documents, spreadsheet workbooks, and databases to analyze and manage information that enhances productivity at home, work, and school.
3. Demonstrate problem solving skills by using office computer programs at one time for inserting, copying, and pasting.
4. Manage electronic files associated with microcomputers and software.

E. Methods for Assessing Student Learning

A. Evaluations are based on documents created with each of the applications. Documents will be assigned as homework and as in-class exams. The in-class exams are intended to measure the student's ability to create documents independently.

B. Individual instructors may choose to incorporate the following into their evaluation system; in-class activities, homework assignments, computer-based skills assessment.

F. Special Information: Success in this course is more likely if the student has good reading, thinking, and study skills. The beginning student should expect to spend about 6-9 hours a week completing the assignments outside of class. Students need easy access to a computer outside of the classroom. Sections of this course may be offered using alternative delivery format such as distance delivery. Check the class schedule for designated sections.

Students are welcome to use the Computer Open Lab. Pick up the Computer Center printed schedule for hours and procedures. Software used in the classrooms is the same as in the Open Lab. Students can download latest version of Microsoft Office. The software is free of charge.

Latest version of Microsoft office on a Windows based PC are needed for the course.