

## Master Syllabus

### **BIS 1120 - Introduction to Software Applications**

**Division:** Business and Public Services

**Department:** Business Information Systems

**Credit Hour Total:** 3.0

**Lecture Hrs:** 3.0

**Date Revised:** February 2014

---

#### **Course Description:**

Use word processing, spreadsheet, database and presentation software applications to create reports, spreadsheets, databases and presentations for business and other applications.

#### **General Education Outcomes:**

- ▣ Critical Thinking/Problem Solving Competency
- ▣ Computer Literacy Competency
- ▣ Information Literacy Competency

#### **Course Outcomes:**

##### **Spreadsheets**

Use spreadsheet software to create spreadsheets and charts for business and other applications.

**Assessment Method:** Performance appraisals

**Performance Criteria:**

Score of 75% or higher on project.

**Assessment Method:** Simulations

**Performance Criteria:**

Score of 75% or higher on assignments.

##### **Databases**

Use database software to create databases for business applications.

**Assessment Method:** Performance appraisals

**Performance Criteria:**

Score of 75% or higher on project.

**Assessment Method:** Simulations

**Performance Criteria:**

Score of 75% or higher on assignments.

##### **Presentations**

Use presentation software to create presentations for business and other applications.

**Assessment Method:** Performance appraisals

**Performance Criteria:**

Score of 75% or higher on project.

**Assessment Method:** Simulations

**Performance Criteria:**

Score of 75% or higher on assignments.

##### **Word Processing**

Use word processing software to create various documents and reports.

**Assessment Method:** Performance appraisals

**Performance Criteria:**

Score of 75% or higher on project.

**Assessment Method:** Simulations

**Performance Criteria:**

Score of 75% or higher on assignments.

#### **Outline:**

Word processing application

Spreadsheet software application

Database Management system

Presentation software application

