

## 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

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#### 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

