

Master Syllabus

BIS 1250 - Specialized Business Software Application

Division: Business and Public Services

Department: Business Information Systems

Credit Hour Total: 1.0

Lecture Hrs: 1.0

Date Revised: February 2014

Course Description:

Introduction to a specialized business software application such as MS OneNote, MS Publisher, MS Outlook, etc., that will provide an overview of the application's features and common uses.

General Education Outcomes:

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

Course Outcomes:

Software tools

Use the software to create documents, reports, or other items.

Assessment Method: Performance appraisals

Performance Criteria:

Score 75% or higher on assignments.

Software features

Identify software features and tools.

Assessment Method: Locally developed exams

Performance Criteria:

Score 75% or higher on exams.

Techniques to improve productivity

Evaluate business objectives and use the appropriate software features and/or tools to improve productivity.

Assessment Method: Performance appraisals

Performance Criteria:

Score 75% or higher on projects.

Outline:

Software features
Software tools
Application in business environment