

## 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

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#### **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