

Master Syllabus

BIS 1410 - Business 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 applications.

General Education Outcomes:

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

Course Outcomes:

Presentations

Use presentation software to create presentations for business applications.

Assessment Method: Performance appraisals

Performance Criteria: Earn 75% or higher on project

Assessment Method: Simulations

Performance Criteria: Earn 75% or higher on assignments

Word processing

Use word processing software to create reports for business applications.

Assessment Method: Performance appraisals

Performance Criteria: Earn 75% or higher on project

Assessment Method: Simulations

Performance Criteria: Earn 75% or higher on assignments

Spreadsheets and charts

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

Assessment Method: Performance appraisals

Performance Criteria: Earn 75% or higher on project

Assessment Method: Simulations

Performance Criteria: Earn 75% or higher on assignments

Databases

Use database software to create databases for business applications.

Assessment Method: Performance appraisals

Performance Criteria: Earn 75% or higher on project

Assessment Method: Simulations

Performance Criteria: Earn 75% or higher on assignments

Outline:

Word processing software application
Spreadsheet software application
Database software application
Presentation software application