

## 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

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#### 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
- ▣ Computer Literacy
- ▣ Information Literacy

#### 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