

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

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
- ▣ Computer Literacy
- ▣ Information Literacy

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

