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, MSPublisher, MS Outlook, etc. that will provide an overview of the applications features and common uses.

General Education Outcomes:

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

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