



BT 2010

Division: Business and Technology

Department: Business Technology

Course: BT 2010

Title: Business Computer Proficiency

Catalog Description:

This is an intermediate course in Business Computer Applications. Students will study the four basic business applications, Microsoft Word, Microsoft Excel, Microsoft Access and Microsoft PowerPoint from a business perspective. Students will use the business applications in a case study setting to accomplish tasks and solve problems. This course, in company with its prerequisite, meets/exceeds the Board of Regent's Business Core Advisory Committee's requirement, and the Business Computer Proficiency required for matriculation into college and university business schools in the state of Utah.

General Education Requirements: N/A

Semesters Offered: Fall, Spring

Credit/Time Requirement: Credit: 3; Lecture: 3; Lab: 0

Clock/Hour Requirements: 0

Offered for Non-Credit: Yes

Prerequisites: Prior to enrolling in this class, students must demonstrate successful completion of IC3 or CIL (Computer and Information Literacy) certification, or completion of BT 1010 with a B- average or above. A basic computer competency exam will be administered to all registered students at the beginning of the semester. Students found lacking in any of the prerequisite computer skills needed to enter this class will be required to withdraw from the class or complete specified make-up work outside of class to bring their skill level into compliance with the class.

Corequisites: N/A

Justification:

This course, in company with its prerequisite, meets the computer proficiency requirement for Business majors as agreed on by the colleges and universities in the state of Utah. This course meets/exceeds the Board of Regent's Business Core Advisory Committee's requirement. This course will help students understand the common business applications and teach them how to apply that understanding in real life situations. This course prepares students for job readiness at graduation and/or transfer to a four-year college.

Student Learning Outcomes:

Upon completion of this course, students will:

- know how to use the four basic Business Computer Applications, and how they are best used

independently and in combination to prepare effective business documents, spreadsheets, databases, and presentations.

Content:

Course objectives will be accomplished by providing students with learning experiences in the following areas:

- Unit 1 Word processing/Document Preparation, Microsoft Word
 - Intermediate skills, including the use of mail merge, envelope and label printing, graphics and document formatting
 - Setting various types of indents, headers and footers, section breaks, line and paragraph spacing, columns and pagination
 - Vary a document's fonts, underlining, and type styles including the correct use of Serif, San-Serif, Script and Decorative fonts
 - Creating and modifying Tables including inserting and deleting columns/rows; formatting the content of cells, changing row/column dimensions, and merging and splitting cells
 - Inserting Footnotes, Endnotes, Index and Table of Contents
 - Preparing documents for publishing with page gutters, chapter/page numbering and titles
 - Using language tools in Word
 - Using collaboration tools for team projects
- Unit 2 Spreadsheets, Microsoft Excel
 - Build spreadsheets using labels, values, formulas, and functions
 - Produce explanative graphics and charts from spreadsheet data
 - Modify charts using various formatting options
 - Use numeric formats (\$, %, Comma; Decimal Places)
 - Using Absolute, Relative and Mixed cell addresses in formulas and functions
 - Use cell naming along with common language formulas
 - Build complex formulas using math operators, order of precedence and nesting
 - Use basic Functions (SUM, MIN, MAX, COUNT, AVERAGE)
 - Use advanced Functions (NPV, PV, FV, PMT, DB, RATE, VLOOKUP, HLOOKUP, TODAY, IF, AND, OR, TRUE, FALSE, AVEDEV)
 - Importing and exporting Delimited Format Documents
 - Apply database features including Sorting and Filtering and Finding
 - Apply security features including locking cells, worksheets and workbooks
- Unit 3 Database, Microsoft Access
 - Understand the differences between the flat and relational databases. Learn which database type is best for each application
 - Creating data objects with Wizards and Design mode
 - Design database Tables using various data field types and properties
 - Define Relationships between various Tables in the database
 - Sorting and Filtering data Tables, Queries, and Reports
 - Design and modify and print Reports
 - Design and modify Queries to display and input data and generate tables
 - Design, modify and use Forms to display and input data
- Unit 4 Presentations, Microsoft PowerPoint
 - Create a digital presentation using an outline and appropriate slides

- Customize slides by using transition and animation options including timing
- Create and export Speaker Notes
- Printing features: Slides, Speaker Notes and Handouts
- Understand basic organizational and content design issues
- Use drawing tools: WordArt, Objects, Charts, and Tables
- Insert media clips and hyperlinks into a presentation
- Organization of slide sets: Sort, Rearrange, Copy, Delete
- Working with the various View options
- Importing Documents: Spreadsheets, Documents, Charts; both static and dynamic
- Rehearsing for and presenting of slides in a business setting.

General Education Outcomes:

4) Retrieve, evaluate, interpret, and deliver information through a variety of traditional and electronic media.

Students are introduced to research processes using electronic sources both through the Snow College on-line library resources and Internet search engines including Boolean logic and search criteria. Students are taught to evaluate the available information according to the validity and reliability of the source material by corroborating the data from multiple sources, both on line and printed. Students will include their findings into group projects representing real life business scenarios.

6) Apply computational skills to a variety of contexts.

Students are introduced to electronic spreadsheets as a computational tool. Students complete several worksheet projects containing math problems as well as TVM (time value of money) and statistical computations. Students are introduced to relational databases as a computational tool. Students complete a project containing math problems in a business report derived from a database.

8) Apply ethical reasoning to a variety of contexts.

Students are instructed on the ethical and legal implications that fall upon all computer users in a business environment. In addition students are made aware of the acceptable use policies governing the use of computers on the Snow College campus and in most business settings.

Key Performance Indicators:

Student Performance will be measured by their understanding of concepts studied, encouraged "hands-on" practice of concepts learned, and demonstrated skill and understanding of each unit studied:

- 4 Unit exams: 40% of the final grade
- 4 Application Lesson sets (SimNet) 20% of final grade
- 8 Case Study projects: 40% of the final grade.

All percentages are approximate.

Representative Text and/or Supplies:

- None (On-line Web-based)
- Supplementary Materials: SimNet, a commercial web-based tutorial system, is provided as additional "hands-on" training for the Microsoft Office applications covered in the course.

Optimum Class Size: 16**Maximum Class Size: 24**

Signatures:

I hereby submit this course syllabus:

Lisa Anderson, MS, Associate Professor

I hereby find this course consistent with the goals and resources of the Business Technology Department:

Lisa Anderson, MS, Associate Professor, Chair

I hereby find this course consistent with the goals and resources of the Business and Technology Division:

Doug Dyreng, MS, Associate Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

Michelle Olsen, MLS, Campus Librarian (Richfield Campus)