

Bemidji State University

BUAD 2280: Computer Business Applications

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: *.*

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Students develop applications employing decision support systems (DSS) technology to enable decision-making, planning, and auditing, utilizing client (MS-Office) software with emphasis on spreadsheets, graphic presentation software, and word processing, and database management systems. Students will test in attempt to attain Microsoft Office Specialist (MOS) Certification for Excel in the current version of study.

B. COURSE EFFECTIVE DATES: 02/12/2004 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. SimNet accounts/Certiport (MOS) accounts
2. Word Unit 1: Basic Skills
3. Word Unit 2: Paragraph Formatting, Tabs, and Advanced Editing
4. Word Unit 3: Page Formatting
5. Word Unit 4: Tables and Columns
6. Unit 5: Graphics and Charts, Unit 6: Advanced Topics, and Unit 7: Long Documents and Document Sharing
7. Excel Unit 1: Introduction to Excel
8. Excel Unit 2: Working with Formulas and Functions
9. Excel Unit 3: Enhancing Worksheet Appearance
10. Excel Unit 4: Expanding uses of Workbook Data
11. Excel Unit 5: Auditing, Analyzing, and Consolidating
12. Excel Unit 6: Exploring Data and Table Features
13. Excel Unit 7: Exploring Macros, Templates, and Workgroups
14. Access Unit 1: Understanding Access Databases
15. Access Unit 2: Designing and Managing Database Objects
16. Access Unit 3: Integrating Database Objects (if time allows otherwise review on your own)
17. PowerPoint Unit 1: Basic Skills
18. PowerPoint Unit 2: Presentation Illustration
19. PowerPoint Unit 3: Visual Impact

D. LEARNING OUTCOMES (General)

1. understand and incorporate an intimate knowledge base of software tools (Windows, Word, Excel, Access, and PowerPoint) to help solve business problems
2. describe the basic hardware and software components of a computer as used in the Windows and Internet environment
3. define the standard terminology and techniques used in commonly used commercial, business-oriented software; emphasizing the use of spreadsheets, graphics, word processing, and presentation tools in the Windows operating environment
4. recommend and incorporate computer-based software tools - word processing, spreadsheets, databases, presentations, and the Internet - to analyze and solve business problems

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted