# 4/27/2021

# brcc keystone logo

Baton Rouge Community College

*Academic Affairs Master Syllabus*

Date Approved: 2 February 2023

Term and Year of Implementation: Spring 2023

**Course Title:** Microcomputer Applications in Business

**BRCC Course Rubric:** CSCI 2203

**Previous Course Rubric**: CSCI 190

**Lecture Hours per week-Lab Hours per week-Credit Hours**: 3-0-3

**Per semester: Lecture Hours-Lab Hours-Instructional Contact Hours**: 45-0-45

**Louisiana Common Course Number:** CBUS 2203

**CIP Code:** 11.0601

**Course Description:** Introduces computers, systems and the management of information in a business environment to improve managerial decision-making. Students apply word processing, spreadsheets, database managers, presentation software, and web-authoring software used in a technologically advanced business.

**Prerequisites:** None

**Co-requisites:** None

**Suggested Enrollment Cap:** 25

**Learning Outcomes.** *Upon successful completion of this course, the students will be able to:*

1. Identify ethical and non-ethical computer practices.

2. Demonstrate facility with basic computer system functions.

3. Utilize a web browser to browse and search the internet.

4. Demonstrate skills (create, edit, organize, and visually enhance documents) using four basic software applications incorporated in Microsoft Office, with an emphasis on advanced topics in Microsoft Excel.

**Assessment Measures.** Assessment of all learning outcomes will be measured using the following methods:

1. A skills or project based assessment on computer or simulated software will provide the means to evaluate the learning outcomes.

2. Students may perform hands-on scenario tasks that demonstrate proficiency in the learning outcomes.

3. A combination of computer-based (hands-on) application examination and/or project assignment work, and in-class written (non-computer based) examinations.

**Information to be included on the Instructor’s Course Syllabi:**

* ***Disability Statement*:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.
* ***Grading:*** The College grading policy should be included in the course syllabus. Any special practices should also go here. This should include the instructor’s and/or the department’s policy for make-up work. For example in a speech course, “Speeches not given on due date will receive no grade higher than a sixty” or “Make-up work will not be accepted after the last day of class”.
* ***Attendance Policy*:** Include the overall attendance policy of the college. Instructors may want to add additional information in individual syllabi to meet the needs of their courses.
* ***General Policies*:** Instructors’ policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.
* ***Cheating and Plagiarism*:** This must be included in all syllabi and should include the penalties for incidents in a given class. Students should have a clear idea of what constitutes cheating in a given course.
* ***Safety Concerns:*** In some courses, this may be a major issue. For example, “No student will be allowed in the lab without safety glasses”. General statements such as, “Items that may be harmful to one’s self or others should not be brought to class”.
* ***Library/ Learning Resources:*** Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

**Expanded Course Outline:**

I. Introduction to Computers

A. Essential components of a computer

B. System software vs. Application Software

C. Networks and Internet terminology

D. Computer ethics

II. Windows and Introduction to Office

A. Characteristics of Windows

B. Windows Explorer

C. Internet Explorer

D. Introduction to MS Word, Excel, Access, PowerPoint

III. MS Word

A. Creating a document

B. Editing and formatting a document

C. Creating a multiple-page report

D. Using Desktop Publishing to create a Newsletter

IV. MS Excel

A. Using Excel to manage financial data

B. Working with formulas and functions

C. Developing a professional looking worksheet

D. Working with charts and graphics

E. Working with Excel lists

F. Working with multiple worksheets and workbooks

G. Working with Excel’s editing and web tools

H. Developing an Excel application

I. Formal oral and written group presentations

V. MS Access

A. Introduction to MS Access

B. Creating and maintaining a database

C. Querying a database

D. Creating forms and reports

VI. MS PowerPoint

A. Creating a PowerPoint presentation

B. Applying and modifying text and graphic objects

C. Presenting a slide show

D. Integrating PowerPoint with other programs and collaborating with workgroups

VII. Office Integration Features

A. Integrating Applications

B. Using Web Page Preview