Course Syllabus

Department: Business

Date: 10/13

I. Course Prefix and Number: BUS 219
   Course Name: Computerized Business Applications

   Credit Hours and Contact Hours: 3 credit hours, 4 contact hours

   Catalog Description including pre- and co-requisites: supporting data required for grade prerequisite of 'C' or higher.

   This course provides comprehensive, hands-on training of Excel and Access. Students will also learn the integration of Microsoft Word, Excel, and Access.

   Relationship to Academic Programs and Curriculum including SUNY Gen Ed designation if applicable:

   This is a required course for the Administrative Professional degree.

II. Course Student Learning Outcomes: State the student learning outcome(s) for the course (e.g. Student will be able to identify...)

   The students will be able to:

   - Prepare spreadsheets.
   - Format, enhance, and insert formulas in a spreadsheet.
   - Move data within and between workbooks.
   - Maintain a workbook and create a chart in a spreadsheet.
   - Create, modify, and manage a database table and query.
   - Create relationships between tables in a database.
   - Create forms, reports, and mailing labels in a database.
   - Modify, filter and view data in a database.
   - Import and export data among word processing software, a spreadsheet, and a database.
   - Merge data in a database with a word processing document.
   - Link a worksheet with a database table.

College Learning Outcomes Addressed by the Course: (check each College Learning Outcome addressed by the Student Learning Outcomes)
III. Assessment Measures (Summarize how the college and student learning outcomes will be assessed): For each identified outcome checked, please provide the specific assessment measure.

<table>
<thead>
<tr>
<th>List identified College Learning Outcomes(s)</th>
<th>Specific assessment measure(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>writing</td>
<td>eg: student will complete a research paper</td>
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<tr>
<td>□ writing</td>
<td>X computer literacy</td>
</tr>
<tr>
<td>□ oral communications</td>
<td>□ ethics/values</td>
</tr>
<tr>
<td>X  reading</td>
<td>□ citizenship</td>
</tr>
<tr>
<td>X mathematics</td>
<td>□ global concerns</td>
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<tr>
<td>X critical thinking</td>
<td>□ information resources</td>
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</tbody>
</table>

Reading, critical thinking | Interpretation and the application of textbook material, hands-on projects, and exams will assess reading and critical thinking.

Mathematics | Utilization of spreadsheet formulas in hands-on projects and exams will assess mathematics.

Computer literacy | Utilization of the appropriate computer software to hands-on projects and exams will assess computer literacy.

IV. Instructional Materials and Methods

Types of Course Materials:

Textbook

Methods of Instruction (e.g. Lecture, Lab, Seminar …):

• Lecture
• Demonstration
• Individualized Instruction
• Discussions
• Hands-On Projects

V. General Outline of Topics Covered:

I. Learning Excel
   A. Preparing an Worksheet
   B. Formatting an Worksheet
   C. Inserting Formulas in a Worksheet
   D. Enhancing a Worksheet
   E. Moving Data within and between Workbooks
   F. Maintaining Workbooks
G. Creating a Chart in Excel
H. Enhancing the Display of Workbooks

II. Learning Access
   A. Creating a Database Table
   B. Creating Relationships between Database Tables
   C. Creating a Database Table Using Wizards
   D. Performing Queries and Filtering Records
   E. Creating Forms
   F. Creating Reports, Mailing Labels, and Charts
   G. Creating Web Pages and Using Database Wizards
   H. Importing and Exporting Data among Word, Excel, and Access