



SYLLABUS COLLEGE OF BUSINESS ADMINISTRATION

Course Number Course Name	BCIS102 COMPUTER LITERACY
Credit Value (Breakdown of theory and lab credits)	3 Theory
Catalog Course Description	Overview of computer hardware, software, and the Windows or Linux environment. You will cover basic computer operating principles, file management, the using the Internet, along with an introduction to word processors, spreadsheets, and database programs. (3, 3T+0S)
Student Learning Outcomes/Objectives /Competencies of the Course	<ol style="list-style-type: none"> 1. PC and other types of Computer terminology doing hands-on and assignments 2. Fundamentals of hardware usage inside and outside PC working on assigned projects 3. Know the difference of Operating systems through lectures and textbook 4. Communicate with other classmates and instructor using NNMC email system 5. Use different software (hands-on) to work on assigned projects 6. Students will be able to do a final presentation using PowerPoint
College-Wide Student Learning Outcomes	<ol style="list-style-type: none"> 1. Communication 2. Critical Thought 3. Information Literacy 4. Cultural Competence <p>Outcome in Bold</p>



SAMPLE SYLLABUS

Course Number Course Name	Speech 130 Public Speaking
Credit Value (Breakdown of theory and lab credits)	3 Theory
Catalog Description	Principles of rhetorical theory as applied in public speaking situations: audience analysis, content, organization, style, verbal and non-verbal expression, and critical listening. You will deliver various speeches following selected rhetorical modes. Prerequisite: ENG 109N. (3 credits)
Student Learning Outcomes of the course	<ol style="list-style-type: none"> 1. confront their speech anxiety and practice ways to control it. 2. organize their speeches logically and effectively. 3. develop their speeches with interesting and pertinent information from their own experience and from research. 4. Integrate information from resources effectively and with correct MLA citations 5. practice effective verbal and nonverbal delivery techniques. 6. analyze their audience and design their speeches to most effectively reach the audience. 7. develop critical responses and evaluations to speeches from classmates and other speakers.
College-Wide Student Learning Outcomes	<p>Speech 130 learning objectives align with the following NNMC College Wide Goal:</p> <p>Communication – Students will express ideas coherently through oral communication and speak appropriately for various audiences and situations.</p> <p>The persuasive speech will be used to assess students’ progress in meeting this goals.</p>