



SYLLABUS COLLEGE OF BUSINESS ADMINISTRATION

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| Course Number Course Name | BCIS200 BUSINESS COMPUTER APPLICATIONS |
| Credit Value (Breakdown of theory and lab credits) | 3 Theory |
| Catalog Course Description | The owner/manager approach to the use of microcomputers: systems design, software, business applications, and the Windows environment. (3, 3T+0S) |
| Student Learning Outcomes/Objectives /Competencies of the Course | <ol style="list-style-type: none"> 1. Demonstrate an understanding of computing fundamentals terminology 2. Be able to demonstrate and understand Essential Computer Skills 3. Be able to use technology to solve problems 4. Be able to use Office 2010 software 5. Become knowledgeable consumers of technology 6. Be able to use current information on emerging technologies (social networking, convergence Office 2010 and Windows 7 or 8) |
| 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> |