

## **COSC-125 BUSINESS MICROCOMPUTER APPLICATIONS 3 CREDITS**

### **SYLLABUS**

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#### **CATALOG DESCRIPTION**

This course is designed to provide students with real world examples and procedures that will prepare them to be skilled users of microcomputers. Students gain hands-on experience in utilizing spreadsheet, word processing and presentation applications in the Windows operating system. May be preparation for an industry certification exams.

Prerequisites: Completion of MATH-050, ENGL-095, and RDNG-099 OR appropriate Accuplacer scores in Math, English, and Reading.

Semester Offered: Spring, Fall, Summer

#### ***COMMON STUDENT LEARNING OUTCOMES***

*Upon successful completion of San Juan College programs and degrees, the student will demonstrate competency in...*

##### **BROAD AND SPECIALIZED LEARNING**

Students will actively and independently acquire, apply, and adapt skills and knowledge with an awareness of global contexts.

##### **CRITICAL THINKING**

Students will think analytically and creatively to explore ideas, make connections, draw conclusions and solve problems.

##### **CULTURAL AND CIVIC ENGAGEMENT**

Students will act purposefully, reflectively, and ethically in diverse and complex environments.

##### **EFFECTIVE COMMUNICATION**

Students will exchange ideas and information with clarity in multiple contexts.

##### **INFORMATION LITERACY**

Students will be able to recognize when information is needed and have the ability to locate, evaluate, and use it effectively.

##### **INTEGRATING TECHNOLOGIES**

Students will demonstrate fluency in the application and use of technologies in multiple contexts.

Student work from this class may be randomly selected and used anonymously for assessment of course, program, and/or institutional learning outcomes. For more information, please refer to the Dean of the appropriate School.

#### **COURSE LEARNING OUTCOMES**

*Upon successful completion of the course, the student will be able to...*

1. Utilize the Windows operating system for file management
2. Create, format, and edit word processing documents.

3. Create, format, and edit spreadsheet workbooks, worksheets, and charts.
4. Create, format, and edit presentations.

## Specific Learning Outcomes

1. Utilize the Windows operating system for file management:
  - 1.1. Create and maintain appropriate file management structures for course files within Windows
2. Create, format, and edit word processing documents:
  - 2.1. Use graphics, SmartArt, video, and mail merge
  - 2.2. Use lists, tab stops, tables, citations, footnotes, bibliography, and columns
  - 2.3. Apply templates to create new documents
3. Create, format, and edit spreadsheet workbooks, worksheets, and charts:
  - 3.1. Create, edit and apply functions and formulas
  - 3.2. Create, format and edit charts
  - 3.3. Use what-if analysis, sorting, filtering and 3D editing and formatting
4. Create, format and edit presentations:
  - 4.1. Use graphics, shapes, SmartArt, WordArt, themes, and videos in presentations
  - 4.2. Use lists, tables textboxes and charts in slides
  - 4.3. Apply slide transitions and animations in presentations