COSC 125 –BUSINESS MICROCOMPUTER APPLICATIONS 3 CREDITS
SYLLABUS

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 database, spreadsheet, and word processing applications in the Windows operating system. [NM Common course Number: BCIS 1113, Business Transfer Module]

Prerequisites: MATH 050; ENGL 095; and RDNG 099 or appropriate Accuplacer scores

Semester Offered: Fall, Spring, and 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…

I. Utilize the Learning Management System
II. Utilize the Windows operating system for file management
III. Create, format, and edit word processing documents.
IV. Create, format, and edit spreadsheet workbooks, worksheets, and charts.
V. Create, format, and edit presentations

Specific Learning Outcomes

1. Respond to discussion prompts based on readings and reply to other students' postings
2. Utilize e-mail to communicate within the Learning Management System
3. Utilize drop boxes within the Learning Management System
4. Create and maintain appropriate file management structures for course files within Windows
5. Use graphics, SmartArt, video, and mail merge in word processing documents
6. Use lists, tab stops, tables, citations, footnotes, bibliography, and columns in word processing documents
7. Create word processing documents using a template
8. Create, edit and use functions and formulas in a spreadsheet workbook
9. Create, format, and edit charts
10. Use what-if analysis, sorting, filtering, and 3D editing and formatting
11. Use graphics, shapes, SmartArt, WordArt, themes, and video in a presentation
12. Use lists, tables, text boxes and charts in a presentation
13. Apply slide transitions and animations