

BUS 0858 - BEGINNING COMPUTER APPLICATIONS

Catalog Description

Formerly known as IT 830

Advisory: Completion of BUS 856 and BUS 857 with grades of "Pass"

Hours: 36 (27 lecture, 9 laboratory)

Description: Designed to introduce students to the use of word processing, spreadsheet, presentations, and database programs. It provides the individuals who are new to computing or who have very little computing experiences with slower paced, general, non-technical information as well as in-class hands-on instruction reinforcement. The course includes basic operations of creating, editing, formatting, saving, retrieving, and printing documents. (pass/no pass grading) (noncredit)

Course Student Learning Outcomes

- CSLO #1: Research, analyze and evaluate information to solve basic academic, personal and workplace problems using basic word processing, spreadsheets, database and presentation programs.
- CSLO #2: Design and produce basic word processing, spreadsheets, database and presentation program solutions incorporating current trends, security, and best practices.
- CSLO #3: Employ basic word processing, spreadsheets, database and presentation program user concepts and terminology in professional communication.
- CSLO #4: Demonstrate basic foundations for marketable word processing, spreadsheets, database and presentation programs career skills.

Effective Term

Fall 2020

Course Type

Noncredit

Contact Hours

36

Outside of Class Hours

45

Total Student Learning Hours

81

Course Objectives

Lecture Objectives:

1. Explore the word processing software interface to efficiently navigate within a given document, and produce simple documents.
2. Create documents that are correctly edited and formatted for readability.
3. Distinguish between when to use different database objects.
4. Decide on which options best improve a presentations readability.

Laboratory Objectives:

1. Create, edit, and print various types of business documents.

2. Create, edit, and print electronic worksheets.
3. Use formulas and functions to efficiently compute and enhance worksheets.
4. Define and create a database structure.
5. Create, edit, and print a presentation.

General Education Information

- Approved College Associate Degree GE Applicability
- CSU GE Applicability (Recommended-requires CSU approval)
- Cal-GETC Applicability (Recommended - Requires External Approval)
- IGETC Applicability (Recommended-requires CSU/UC approval)

Articulation Information

- Not Transferable

Methods of Evaluation

- Classroom Discussions
 - Example: Students will be evaluated based on a rubric regarding accuracy and completeness of their work product. #1 Discussion Excel 2016 Using your own words, discuss at least 2 of the following: When there is more than one mathematical operation in the same formula, how does Excel decide which to do first? What are functions? Where are they entered? Where does the answer show? Describe some examples. Explain use of the fill handle, give examples. When entering a formula, what is pointing? Describe how to do it. What are advantages of pointing? How does Excel keep track of the date? What are different date and time formats? What function will enter the current date and time in a cell? Name and describe use of several statistical functions, providing examples. After posting your response, read what others have to say. Choose at least one other student's response and reply with polite added clarification, encouragement, and or examples.
- Objective Examinations
 - Example: #1 Spreadsheets 1. What does it mean when you see ##### (pound signs) in a cell? a. The column is not wide enough to fit the data b. There is something wrong with the data entered c. Excel is signaling that it needs numbers in the cell d. It replaces your data with the pound signs. #2 Word Processing 1. Portrait orientation mans a page is taller than it is wide. True False
- Skill Demonstrations
 - Example: Students will be evaluated based on a rubric regarding accuracy and completeness of their work product. #1 Spreadsheet Exam Creating an Analysis Worksheet Purpose: To demonstrate the ability to build a worksheet, format a worksheet, embed a column chart, print a worksheet, and save a workbook. Problem: You are working for a travel agency. You want to track and compare the prices for four of your customers' favorite destinations using the popular 5-Day Packages. Your worksheet will show the packages in the first column and the package prices for the four destinations in the other columns Instructions: Perform the tasks below to design and create the Vacation Package Analysis Workbook. 1. Start Excel and Save As 2. Use the Sum button, Max and Min Functions 3. Merge and Center and cell style 4. Create a column chart with title and no legend 5. Apply Accounting formatting, comma formatting 6. Name the worksheet and color the tab 7. Change to print in Landscape Orientation 8. Save the workbook

Repeatable

Yes

Methods of Instruction

- Laboratory
- Lecture/Discussion
- Distance Learning

Lab:

1. Instructor will lecture on how to create a new document from an existing file. Instructor will demonstrate entering text in a document, select and edit the text, copy, move, find and replace text, format text using the Mini toolbar, check spelling and grammar and preview and print a document. (Laboratory Objective 1) Students will: -Compare and contrast SAVE and SAVE AS. When do you use each? -Describe how personal information may be found, why an author might want to delete such information, and how it can be deleted. -Discuss MS Word templates. What are they? How does one obtain them? What issues should be considered when deciding to use them? -What is the Quick Access Toolbar? How can it be customized? -What is the difference between PASTE and PASTE SPECIAL?

Lecture:

1. The instructor will conduct a PowerPoint lecture on Excel terminology and students will complete a worksheet to define the following Excel terms: workbook worksheet row column cell active cell cell address range formula formatting Then discuss your choice of at least two of the following questions, using your own words: What comes at the start of each formula? Where does a formula's results show? What arithmetic operators may be used in Excel? What does each mean? How do you change the width of a column? What does ##### mean and how do you fix it? How do you change the height of a row? Describe how to insert or delete a row or column. How do you insert or delete several rows or columns? Where do inserted rows or columns go before or after the selected row or column? What are some different number format options? Describe examples of when to use them Give examples of tasks that one might do with Excel. What can the program do? How would that be useful? After posting your response, read what others have to say. Choose at least one other student's response and reply with polite added clarification, encouragement, and or examples. (Objective 2)

Distance Learning

1. Following an online lecture, students will create a Powerpoint presentation and post to the discussion board. Peers will evaluate the presentation and comment on different tools within Powerpoint that can be used to improve the presentation's readability. (Objective 4)

Typical Out of Class Assignments

Reading Assignments

1. Students will be assigned reading on getting started with a word processing software interface to efficiently navigate within a given document. They will then be expected to participate in a class discussion and activity utilizing and implementing the word processing software interface to efficiently navigate with a given document. 2. Students will be assigned reading on worksheet basics and then participate in a classroom discussion/activity led by the instructor.

Writing, Problem Solving or Performance

1. Students will be provided instructions on how to produce a proper formatted business letter. Once completed they will submit their file to the instructor for grading using the grading rubric provided with the Problem Solving/Performance assignment instructions. 2. Following the reading and discussion, students will do a written assignment about options to best improve a presentation readability, to show their level of comprehension. Instructor will review for completeness and correctness of content using a rubric.

Other (Term projects, research papers, portfolios, etc.)

Required Materials

- Go! with Microsoft Office 2016
 - Author: Gaskin, Martin, Graviette
 - Publisher: Pearson Higher Education
 - Publication Date: 2016
 - Text Edition:
 - Classic Textbook?: No
 - OER Link:
 - OER:
- Building a Foundation with Microsoft Office 2016
 - Author: Fehl
 - Publisher: Labyrinth Learning
 - Publication Date: 2016
 - Text Edition:
 - Classic Textbook?: No
 - OER Link:
 - OER:
- Microsoft Office 365 Office 2016 Fundamentals
 - Author: Hunt, Clemens
 - Publisher: Cengage Learning
 - Publication Date: 2016
 - Text Edition:
 - Classic Textbook?: No
 - OER Link:
 - OER:

Other materials and-or supplies required of students that contribute to the cost of the course.

A digital storage device might be required for saving data. The computer software program might require students to purchase an access code for online access.