



## MASTER COURSE OUTLINE

### A. BUSO 1600 Computer Applications for Industry

### B. COURSE DESCRIPTION

This course covers the basic use of computer software as an industry productivity tool. The topics covered include basic file management, introduction to spreadsheets, fundamentals of basic word processing, and introduction to database theory and usage. Some basic computer literacy will be covered, such as the basics of professional e-mail, ethical computing, cloud computing, and use of digital files. This course is currently available for Industrial Maintenance and Mechanics (IMMR) students only.

**(1 Cr – 1 lect, 0 lab)**

### C. \*\*Core Theme: Critical Thinking

### D. RIVERLAND INSTITUTIONAL LEARNING OUTCOMES:

This course addresses the following Riverland Institutional Learning Outcome(s):

- ILO 1: critical thinking (*Core Theme Goal 2*)
- ILO 2: awareness of the larger global community (*Core Theme Goal 7 or 8*)
- ILO 3: ethical, engaged citizenship (*Core Theme Goal 9 or Goal 10*)
- ILO 4: communication and collaboration (*Discipline Goal 1 and by any learning outcome(s) involving communication or collaboration*)

### E. MAJOR CONTENT AREAS:

#### WORD PROCESSING

- Create, save, open, and edit word processing documents
- Use word processing toolbars to format text and pages
- Use word processing toolbars to insert pictures, copy, and paste
- Use word processing toolbars to create tables

#### SPREADSHEETS

- Create, save, print, open, edit, and upload spreadsheets
- Enter and edit text, numbers, and formulas
- Format cells
- Create, format, and analyze charts
- Create purchase orders, expense reports, charts, and basic budgets

## DATABASE

- Database theory
- Design and create tables, queries, and reports
- Design and create a Preventative Maintenance database with forms, queries and reports

## F. GOAL TYPES, OBJECTIVES, AND OUTCOMES:

| <u>GOAL</u>                | <u>OBJECTIVES</u><br>Students will be able to  | <u>OUTCOMES</u><br>The student will successfully   |
|----------------------------|--|--|
| <u>**Critical Thinking</u> | gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the information selected. | 1. create an assignment with limited directions which draw on chapter/application concepts to create original document.  |
| <u>CS</u>                  | build a basic understanding of the three types of software applications used in industry; word processing, spreadsheets, and databases.                                    | 1. analyze a situation and create an appropriate document or file choosing to use one of the three main types of software applications used in industry: word processing document, spreadsheet, or database. |
| <u>CS</u>                  | master basic concepts of spreadsheets and create and format spreadsheets and charts.   | 1. create purchase orders, expense reports, department budgets, and charts using a spreadsheet program.  |
| <u>CS</u>                  | master basic concepts of word processing and create, format, save, and print documents.  | 1. create business letters, parts requests, and equipment procedures using a word processing program.  |
| <u>CS</u>                  | master basic concepts of database and create and format tables, queries, and reports.  | 1. create a preventative maintenance database including tables, queries, and reports.  |

## G. SPECIAL INFORMATION:

This course may require use of the Internet, the submission of electronically prepared documents and the use of a course management software program. Students who have a disability and need accommodations should contact Accessibility Services at the beginning of the semester. This information will be made available in alternative format, such as Braille, large print, or current media, upon request.

## H. COURSE CODING INFORMATION: Course Code T/Class Maximum 30; Letter Grade

Revision date: 09/18/23

AASC Approval date: 12/13/16; 10/17/23

| <b>*Riverland Community College Disciplines</b>   | <b>MnTC Goal Number</b> |
|---|-------------------------|
| Communication (CM)                                | <b>1</b>                |
| Natural Sciences (NS)                             | <b>3</b>                |
| Mathematics/Logical Reasoning (MA)                | <b>4</b>                |
| History and the Social & Behavioral Sciences (SS) | <b>5</b>                |
| Humanities and Fine Arts (HU)                     | <b>6</b>                |

| <b>**Riverland Community College Core Themes</b> | <b>MnTC Goal Number</b> |
|--|-------------------------|
| Critical Thinking (CT)                           | <b>2</b>                |
| Human Diversity (HD)                             | <b>7</b>                |
| Global Perspective (GP)                          | <b>8</b>                |
| Ethical and Civic Responsibility (EC)            | <b>9</b>                |
| People and the Environment (PE)                  | <b>10</b>               |

\*These five MnTC Goals have been identified as Riverland Community College Disciplines.

\*\*These five MnTC Goals have been identified as Riverland Community College Core Themes.

NOTE: The Minnesota Transfer Curriculum “10 Goal Areas of Emphasis” are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.