



MASTER COURSE OUTLINE

A. BUSO 1620 Introduction to Computer Applications

B. COURSE DESCRIPTION:

This course covers basic information about computer hardware and the use of computer software as a business productivity tool, as well as for personal use. Topics covered include the operating system, learning management system, and laptop environment; file and folder management; introduction to spreadsheet procedures; introduction to database creation and file management, fundamental word processing concepts, and presentation graphics. Some basic computer literacy will be covered, such as e-mail etiquette, ethical computing, use of digital files, and digital literacy.

(2 Cr – 1 lect, 1 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:

- Intermediate level slide show using presentation graphic software
- Database file definition procedure and prepare and utilize data
- Spreadsheet features/functions/formulas
- Word processing features/functions
- File management by organizing and creating new folders and subfolders
- Difference and purpose of applications
- Email applications and functions
- Digital Literacy

F. GOAL TYPES, OBJECTIVES, AND OUTCOMES:

<u>GOAL</u>	<u>OBJECTIVES</u> Students will be able to	<u>OUTCOMES</u> 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 application concepts to create original document.
<u>CS</u>	obtain basic computer knowledge which includes exposure to several hardware components, and how to do basic functions such as how to turn on a computer and launch a different software program.	1. create a comparison table of specifications of computer name hardware components and select the best options for the work environment. 2. launch software applications.
<u>CS</u>	build a basic understanding of the four main types of office software applications; word processing, spreadsheets, database, and presentation graphics.	1. create and modify documents in the four main types of office software applications; word processing, spreadsheets, database, and presentation graphics.
<u>CS</u>	practice file management.	1. create and arrange folders and subfolders to store work and organize data files. 2. upload data files.

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: 12/18/12; 03/05/24

AASC Approval date: 01/22/13; 04/16/24

*These five MnTC Goals have been identified as Riverland Community College Core Themes. Every course in the Riverland Community College curriculum shall meet outcomes from one of these themes.

**These five MnTC Goals have been identified as Riverland Community College Disciplines. Riverland's MnTC courses also shall meet outcomes from a Discipline Area.

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.

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

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

Riverland