



BUS 160

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 COURSE NAME / NUMBER
 

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**LEARNING OBJECTIVES / GOALS / OUTCOMES/ LEARNING OUTCOMES:**

Students will become familiar with, and increase in their sophistication with, a variety of software programs and techniques that will provide them with the competencies required for contemporary work place requirements.

**METHODS:**

Students will be given lectures and demonstrations using projected computer screen images of various software packages, their features and techniques for data input and manipulation. Students may follow on their own computers along with the demonstration or on their assignments after the demonstration has been presented. Lab assistants will be available to provide additional support. Student data and files are placed on the network for subsequent reference or completion of the work assignment outside of class.

**PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):**

Credit can be awarded for this course through PLAR                      YES   X      NO       

**METHODS OF OBTAINING PLAR:**

Exams and assignments

**TEXTBOOKS, REFERENCES, MATERIALS:**

[Textbook selection varies by instructor. An example of texts for this course might be:]

1. The official Guide to COREL WordPerfect Suite 8
2. New Perspectives on Computer Concepts
3. Course notes on the network drive

**SUPPLIES / MATERIALS:**

1 box of 3½" HD disks  
1 or more printer cards

**STUDENT EVALUATION:**

[An example of student evaluation for this course might be:]

No quizzes or marked assignments.

1 Midterm - 20% theory; 30% practical  
1 Final - 20% theory; 30% practical

**COURSE CONTENT:**

[Course content varies by instructor. An example of course content might be:]

Introduction, WIN 2000 and Windows Explorer, MS-DOS, File/Folder Management, File Formats and File Names, Navigating Internet and WWW, File Compression using WINZIP, Electronic Mail using Eudora Light, WORDPERFECT, special features, template & styles, merges, macros, INTERNET, simple web page design, using HTML documents in text editor, linking HTML documents and sites, text and page formatting, lists & tables, adding graphics, user input forms, QuattroPro, functions, graphs and charts, optimizer, macros, buttons & menus, multiple spreadsheets, groups, database set-up - queries & sorts, File Integration Methods.