Clackamas Community College

Online Course/Outline Submission System

☐ Show changes since last approval in red   [Print] [Edit] [Delete] [Back]

[Reject] [Publish]

Section #1 General Course Information

Department: Business & Computer Science: Business

Submitter

First Name: Tanya
Last Name: Patrick
Phone: 3076
Email: tanyap

Course Prefix and Number:BA - 131

 # Credits:4

Contact hours

Lecture (# of hours): 44
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 44

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Introduction to Business Computing

Course Description:

Introductory course using Microsoft Word, Excel, Access, and PowerPoint applications to create business documents, utilize the Internet, and file management.

Type of Course: Lower Division Collegiate

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Accounting, Administrative Office Professional, Corrections, Energy & Resource Management, Human Services Generalist, Marketing & Management, Computer & Network Administration, Public Safety, Retail, Project Management, Water & Environmental Technology

Are there prerequisites to this course?

Yes

Pre-reqs: Pass BT-120 or instructor consent

Have you consulted with the appropriate chair if the pre-req is in another program?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations: Pass RD-090 or placement in RD-115

Requirements: None

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit:Yes

When do you plan to offer this course?

✓ **Fall**
✓ **Winter**
✓ **Spring**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. search for information on the Internet to use for assignments, tests, and the final presentation;
2. copy, download, or revise information from the Internet to create or enhance documents for Word, Excel, Access, and PowerPoint;
3. create, edit, save, and print a variety of word processing documents using formatting, formulas, graphics, and wizards;
4. create, design, and enhance a worksheet with charts utilizing features such as formatting, formulas, conditional formatting, and functions;
5. design a slide presentation using wizards, graphs, tables, animation, and transition features.
6. create and print handouts, notes pages, and slides in black and white;
7. create, query, and maintain a database in designing records, tables, forms, reports, and labels;
8. apply several methods to integrate documents in multiple programs, such as copying, paste link, exporting, merging, and embedding features in creating documents and presentations;
9. develop and customize a variety of project assignments at the end of each new learning activity,
10. define and use all features learned in the Microsoft suite package in creating an oral and/or Web-based PowerPoint presentation.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Orientation: Overview to course and objectives, classroom technology reviews (PCs and printer), and introduction to textbook and assignments.
2. Word: Create reports, memos, tables, and letters using advanced functions such as table of contents, index, merging, creating styles, tracking changes, comments, page headers and footers, newspaper columns, borders and shading, as well as searching the Internet to incorporate information into the documents
3. Excel: Creating and designing worksheets utilizing the PMT, VLOOKUP, IF function, as well as the mathematical operators addition, subtraction, multiplication, and division. Utilizing the minimum, maximum, average, and count functions on worksheets. Researching the Internet for information to design a worksheet and chart, both embedded and as a new sheet tab. Filtering data on worksheets and using the AND function and find and replace. Creating a variety of customized charts and adding customized headers and footers on the worksheets and charts.

4. Access: Updating database tables, creating customized forms and reports, and creating queries. Creating criteria on the database tables to filter records and creating calculated controls with formulas. Utilizing a Word template to create a memo and create labels as a report utilizing the Help menu.

5. PowerPoint: Creating PowerPoint presentations using graphics, embedded documents, movie clips, and sounds. Adding customized headers and footers. Utilizing the Internet for information to research a topic to create a final presentation. Saving and printing PowerPoint slides into a Word document. Printing PowerPoint slides as outlines, handouts, and single slides.

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**	
2. Produce renewable energy	**No**	
3. Prevent environmental degradation	**No**	
4. Clean up natural environment	**No**	
5. Supports green services	**No**	

Percent of course:0%

Section #2 Course Transferability

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

1. Is there an equivalent lower division course at the University?
2. Will a department accept the course for its major or minor requirements?
3. Will the course be accepted as part of the University's distribution requirements?

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which OUS schools will the course transfer to? (Check all that apply)

Identify comparable course(s) at OUS school(s)

How does it transfer? (Check all that apply)

:

First term to be offered:

Next available term after approval

: