COMMON COURSE OUTLINE: Course discipline/number/title: BTEC 2350: Microcomputer Business Applications

A. CATALOG DESCRIPTION
   1. Credits: 3
   2. Hours/Week: 3
   3. Prerequisites (Course discipline/number): College-level reading and writing skills
   4. Co-requisites (Course discipline/number): None
   5. MnTC Goals (if any): NA

This course is designed to provide “hands-on” training in the use of the computer for information processing. Students complete applications using industry-standard software programs, (word processing, spreadsheets, and database management). A brief introduction to the cloud technology and operating system is covered. Students will also complete an integrated project. RECOMMENDED SKILLS/KNOWLEDGE: Students who do not have any prior experience in the use of Microsoft Office Suite should enroll in BTEC1015.

B. DATE LAST REVISED (Month, year): November, 2014

C. OUTLINE OF MAJOR CONTENT AREAS:
   1. Cloud Computing
   2. Storage/Retrieval
   3. Security
   4. Creating and editing a documents
   5. Revising and refining a document
   6. Creating reports and tables
   7. Creating a newsletter
   8. Using templates
   9. Basic mail merge
   10. Creating a hyperlink in a word processing document
   11. Saving a word processing document as a Web page
   12. Creating and editing a worksheet
   13. Formatting and printing a worksheet
   14. Charting worksheet data
   15. Managing and analyzing a worksheet
   16. Linking data from worksheet into a word processing document
   17. Using Solver and creating scenarios
   18. Create/utilize workbook templates
   19. Linking workbooks
   20. Using data tables
   21. Designing a database
   22. Creating a database
   23. Creating a form
   24. Query operations
   25. Creating and customizing reports
   26. Working with multiple applications
   27. Creating links between files
   28. Internet research

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
   1. Utilize cloud technology
   2. Review operating system for such functions as creating, organizing, copying, moving, renaming, and deleting files.
   3. Create, edit, and print business documents utilizing industry-standard word processing software.
   4. Demonstrate techniques used for font selection, paragraph alignment, page setup, copying and moving text, graphics, columns, tables, manuscripts, mail merge using industry-standard word processing software.
   5. Create, edit, analyze, and print worksheets and charts utilizing an industry-standard spreadsheet program.
**D. LEARNING OUTCOMES (GENERAL):** The student will be able to: **Continued.**

6. Demonstrate the features of linking workbooks, using formulas, creating templates, using Solver to create, scenarios, pivot tables, filtering, Goal Seek, and using a database in an industry-standard spreadsheet program.
7. Create, edit, and query a database with multiple tables using an industry-standard database program.
8. Create data entry forms using a database program.
9. Create data reports for a relational database.
10. Complete business problems by integrating a variety of application files.
11. Utilize the Internet to create an integrated project.

**E. LEARNING OUTCOMES (MNTC):** NA

**F. METHODS FOR EVALUATION OF STUDENT LEARNING:**
1. Instructor-determined and demonstrated examinations
2. Assignments
3. Integrated project

**G. RCTC CORE OUTCOME(S) ADDRESSED:**
- Communication
- Critical Thinking
- Global Awareness/Diversity
- Civic Responsibility
- Personal/Professional Accountability
- Aesthetic Response

**H. SPECIAL INFORMATION (if any):**
Normal fees that are charged for other computer classes and for online classes.