



## North Iowa Area Community College

### Course Outline

Please follow the included instructions when completing this form. Direct questions to Division Chair. After Course Outline is completed, please submit to Division Chair for review, who then submits to Administrative Assistant to the Vice President for Academic Affairs for review by the Curriculum and Academic Affairs Council (CAAC).

**Prepared by:** Diane Frank

**Date Approved by CAAC:** November 4, 2019

**Course Title:** Computer Business Applications

**Course Number:** BCA-215

**Equivalent Prior Course Numbers:** 15-134, COMP-101

**Academic Division/Department:** Business

**Credits – Semester Hours (s.h.):**

**Contact Hours** As defined by the Iowa Department of Education in consultation with Division Chair/Registrar (see attached instructions).

Lecture:	<input type="text" value="45"/>	1 s.h. = 15 contact hours
Lab:	<input type="text" value="0"/>	1 s.h. = 30 contact hours
Clinical Practice:	<input type="text" value="0"/>	1 s.h. = 45 contact hours
Work Experience:	<input type="text" value="0"/>	1 s.h. = 60, 75, 90, or 105 contact hours
<b>Total:</b>	<input type="text" value="45"/>	

**Prerequisite(s):**

None

**Corequisite(s):**

None

**Course Description:**

This course will emphasize business applications of computer software. Students will complete business problems using word processing, electronic spreadsheet, and database management software. Students will also be exposed to Windows operating systems, presentation software, and the Internet.

**Required Textbook(s) and Other Required Materials:**

1. Guidelines for Microsoft Office 2016, Paradigm Publishing, 2017, by Anita Verno, Jan Marrelli, and Nancy Muir  
ISBN=978-0-76386-748-5 (textbook)

2. Guidelines for Microsoft Office 2016 Workbook Paradigm Publishing, 2017, by Anita Verno, Jan Marrelli, and Nancy Muir  
ISBN=978-0-76387-128-4 (workbook)

3. Microsoft Office 2016 Software that includes Word 2016, Excel 2016, Access 2016, and PowerPoint 2016

**Purpose of Course** Check one [X] in consultation with Division Chair.

<input type="checkbox"/>	Arts and Sciences (General Education)
<input type="checkbox"/>	Arts and Sciences
<input type="checkbox"/>	Career and Technical (General Education)
<input checked="" type="checkbox"/>	Career and Technical
<input type="checkbox"/>	Developmental

**If course is offered only in specific semesters, please explain below:**

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**Maximum number of weeks for which the course is offered:**

16
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[Do not edit the following section. Managed by Academic Affairs]

**Is this a Core Competency Anchor Course?** YES ☐ NO ☒

If "Yes," list Core Competency Student Learning Outcome Numbers being taught and assessed in this course (2.2, 3.1, etc.)

(Example) 2.2 [Press Tab to create new rows for each SLO]
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**Student Learning Outcomes (SLOs):**

The student who successfully completes this course will be able to do the following:

1. Format word processing documents using Microsoft Office – Word 2016 software.
2. Apply spreadsheet formulas to calculate data using Microsoft Office – Excel 2016 software.
3. Manage database files using Microsoft Office – Access 2016 software.
4. Design attractive presentations using Microsoft Office – PowerPoint 2016 software.