COURSE OUTCOME MATRIX
COURSE SYLLABUS
PART 2 of 3

Course Number and Title	BU 120 BUSINESS SOFTWARE APPLICATIONS

Credit Hours	3

Course Description	This course covers the essential software applications that an end-user would use in a typical business environment. Students will learn how to apply the use of Word, PowerPoint, Excel, and Access within a business setting. Students will create business documents with Word, presentations with PowerPoint, prepare Excel worksheets using business scenarios, and construct databases using Access. Real-world projects will be presented which will enable the student to integrate what they have learned and use it in a meaningful way in the business world.

Prerequisite(s) and/or Corequisite(s)	Keyboarding proficiency.

Required Textbooks/References/Course Materials:

Testout Desktop Pro Plus	N/A	Testout	Testout	9781935080640

	General Education Outcomes
1	Utilize written and verbal language to discuss and comprehend information, incorporating a variety of technologies, such as text, data, and images (written language, verbal language, and information technology).
2	Identify and interpret relevant information in order to formulate an opinion or conclusion (critical thinking).
3	Demonstrate and communicate computational methods and mathematical reasoning in a variety of formats (using words, tables, graphs, mathematical equations, etc., as appropriate) (quantitative literacy and fluency).
4	Communicate in appropriate ways with those who are culturally diverse (intercultural competence).

	Program Outcomes
1	Students will apply critical-thinking, problem-solving, and decision-making skills required to function effectively in a business environment.
2	Students will demonstrate the ability to communicate effectively in diverse business situations.
3	Students will demonstrate an understanding of globalization and the impact of cultural, economic, regulatory, and social environments on businesses and organizations.
4	Students will apply core business concepts of the functional areas of business (accounting, economics, finance, management, and marketing) in evaluating business issues.
5	Students will demonstrate the knowledge and application of ethical concepts and behaviors in the workplace.
6	Students will evaluate, analyze, and interpret information using quantitative methods to make sound business decisions.

	Course Outcomes (CO)	Bloom's Domain for CO (C, A, P), Category, and Level	Program Outcome(s)	Written Language	Verbal Language	Information Technology	Critical Thinking	Quantitative Literacy and Fluency	Intercultural Competence
1	Demonstrate the ability to perform technological tasks in business software utilities, including creating and maintaining files, importing and exporting files, and transferring data among applications.	C - APPLYING (3)	1	0	0	2	1	0	0
2	Create and edit professional business correspondence and documents using word processing software.	C - CREATING (6)	1,2,4	1	0	2	1	0	0
3	Create business spreadsheet documents using appropriate software and demonstrate the use of formulas, functions, sorting and filtering data, templates, charts, and graphs.	C - CREATING (6)	1,4	0	0	2	1	0	0
4	Utilize advanced features of database software including sorting, filtering, querying, merging data, and creating reports.	C - APPLYING (3)	1,4	0	0	2	1	0	0
5	Develop professional business presentations using presentation software including the use of text, visual and/or multimedia elements, charts, tables, and various themes and layouts.	C - CREATING (6)	1,4	0	0	2	1	0	0

Bloom's Domain Legend
C = Cognitive
A = Affective
P = Psychomotor

General Education Outcome Legend
2 = Included and Measurable
1 = Introduced and/or Minimally Addressed and Not Measurable
0 = Not included

Approved: May 2021
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