University of Hawaii Maui College
BUSN 151 - Intm Busn Computing

1. **Course Alpha. Please click on the ? to the right for help.**

   BUSN

2. **Course Number. Please click on the ? to the right for help.**

   151

3. **Course Title/Catalog Title. Please click on the ? to the right for help.**

   Intm Busn Computing

4. **Number of Credits. Please click on the ? to the right for help.**

   3

5. **Contact Hours/Type. Please click on the ? to the right for help.**

   - Hour lecture/lab (3)

6. **Course Description. Please click on the ? to the right for help.**

   Expands the concepts of business computing introduced in BUSN 150. Develops greater proficiency in creating, modifying, and printing documents, spreadsheets, database queries, reports and forms. Broadens knowledge of spreadsheet, database, and presentation software. Provides experience with typical business applications that utilize Intranet and Internet technologies.

7. **Pre-Requisites. Please click on the ? to the right for help.**

   BUSN 150 or ICS 101 either with grade C or better; or consent.

8. **Co-requisites.**

9. **Recommended Preparation.**

10. **Is this a cross-listed course? Please click on the ? to the right for help.**

    NO

11. **Reason for Proposal. Why is this course being proposed or modified? This question requires specific information as part of the explanation. Please click on the ? to the right for help.**

    This course modification is to remove word processing from the course outline because word processing is already taught in two other courses in the program: BUSN121-Intro to Word Processing and BUSN123-Word Processing for Business.

12. **Effective Semester and Year. For new or modified courses, the effective year is one year from the semester proposed. For example, if proposed in Spring 2012, the effective semester is Spring 2013. Please click on the ? to the right for help.**

    Fall 2013

13. **Grading Method. What grading methods may be used for this course? Please click on the ? to the right for help.**

    - Standard (Letter,Cr/NCr,Audit) (0)

14. **Is this course repeatable for credit? How often can this course be counted toward a degree or certificate? Please click on the ? to the right for help.**

NO

15. Course Student Learning Outcomes (SLOs). DO NOT ENTER TEXT IN THE TEXT BOX BELOW. Click on the yellow button "COURSE LEARNING OUTCOMES" and enter in that screen. Please click on the ? to the right for help.

Course SLO/Competency	Define and explain specific terminology relating to spreadsheets, databases, presentation graphics, intranets, and the Internet.	Use file system commands and utilities necessary to manage user files and folders in a networked environment.	Use backup and recovery programs necessary to safeguard user data files in a networked environment.	Use a spreadsheet to analyze and present numeric information, graphs and charts and to apply these tools to common business problems.	Use a database program to organize, store and retrieve business information using database forms, queries and reports.	Use a presentation graphics program as a tool to support and develop business communications skills and to create presentations with appropriate audio and visual components.	Use integration tools for sharing information between different applications.	Use data acquisition tools such as scanners, optical character recognition, Internet searching, email and list servers to retrieve and store information for later use.
Develop proficiency beyond the basic introductory course in working with computer hardware and software applications widely used in business organizations.	☑	☑	☑					☑
Demonstrate the ability to work with tools such as spreadsheets, graphs, databases, presentation graphics, intranets and the Internet and to apply these tools to the solution of common business problems.				☑	☑	☑	☑	

Course SLO/PSLO		Program graduates utilize manual and electronic information management systems. They are able to select, organize and operate systems that meet ARMA (Association of Records Managers and Administrators) standards relative to the record life cycle. Graduates are proficient with database software used to organize, store and retrieve business information using tables, forms, queries and reports.	Program graduates understand and use spreadsheet software to meet business information needs. They work with formulas, financial functions, charts, graphs, multisheet, and shared workbooks. (applies to all BUSN students with special emphasis for Information Processing specialty)
Develop proficiency beyond the basic introductory course in working with computer hardware and software applications widely used in business organizations.		☑	

Demonstrate the ability to work with tools such as spreadsheets, graphs, databases, presentation graphics, intranets and the Internet and to apply these tools to the solution of common business problems.		☑

16. **Course Competencies. DO NOT ENTER TEXT IN THE TEXT BOX BELOW. Click on the yellow button "COURSE COMPETENCIES/ISSUES/SKILLS" and enter text in that screen. Course competencies are smaller, simpler tasks that connect to and facilitate the SLOs.**

Competency
Define and explain specific terminology relating to spreadsheets, databases, presentation graphics, intranets, and the Internet.
Use file system commands and utilities necessary to manage user files and folders in a networked environment.
Use backup and recovery programs necessary to safeguard user data files in a networked environment.
Use a spreadsheet to analyze and present numeric information, graphs and charts and to apply these tools to common business problems.
Use a database program to organize, store and retrieve business information using database forms, queries and reports.
Use a presentation graphics program as a tool to support and develop business communications skills and to create presentations with appropriate audio and visual components.
Use integration tools for sharing information between different applications.
Use data acquisition tools such as scanners, optical character recognition, Internet searching, email and list servers to retrieve and store information for later use.

17. **Recommended Course Content and Timeline. The course content facilitates the course competencies. Course content may be organized by weeks, units, topics or the like.**

1-2 Weeks: Data Acquisition Techniques

2-4 Weeks: Spreadsheets

2-3 Weeks: Presentation Graphics

1-2 Weeks: File Management, Backup & Recovery

2-4 Weeks: Database Applications

0-3 Weeks: Final Project or Other Applicable Topics

18. **Program Learning Outcomes. DO NOT ENTER TEXT IN THE TEXT BOX BELOW. Click on the yellow button "PLOs" and enter text in that screen. Program Student Learning Outcomes (PLOs) supported by this course. If you are not a "program" use the Liberal Arts PLOs, view them by clicking on ? icon to the right.**

Program SLO
Program graduates utilize manual and electronic information management systems. They are able to select, organize and operate systems that meet ARMA (Association of Records Managers and Administrators) standards relative to the record life cycle. Graduates are proficient with database software used to organize, store and retrieve business information using tables, forms, queries and reports.
Program graduates understand and use spreadsheet software to meet business information needs. They work with formulas, financial functions, charts, graphs, multisheet, and shared workbooks. (applies to all BUSN students with special emphasis for Information Processing specialty)

19. **College-wide Academic Student Learning Outcomes (CASLOs). FIRST, fill out the CASLO grid located in the UHMC tab above. Click on the HELP icon for tips on determining support for the CASLOs and indicate your choices below by clicking on the box in front of each supported CASLO. NOTE: Our campus does not use the Preparatory Level, Level 1 and Level 2 designations in the chart below.**

	Creativity - Able to express originality through a variety of forms.
	Critical Thinking - Apply critical thinking skills to effectively address the challenges and solve problems.
☑	**Information Retrieval and Technology** - Access, evaluate, and utilize information effectively, ethically, and responsibly.

☑ Preparatory Level	
Oral Communication - Practice ethical and responsible oral communications appropriately to a variety of audiences and purposes.	
Quantitative Reasoning - Synthesize and articulate information using appropriate mathematical methods to solve problems of quantative reasoning accurately and appropriately.	
☑	**Written Communication** - Write effectively to convey ideas that meet the needs of specific audiences and purposes. ☑ Preparatory Level

GenED SLO
Information Retrieval and Technology - Access, evaluate, and utilize information effectively, ethically, and responsibly.
Written Communication - Write effectively to convey ideas that meet the needs of specific audiences and purposes.

20. **Linking. CLICK ON CHAIN LINK ICON IN UPPER RIGHT HAND CORNER TO BEGIN LINKING. Please click on the ? to the right for help.**

21. **Method(s) of delivery appropriate for this course. Please click on the ? to the right for help.**

   - Classroom/Lab (0)
   - HITS/Interactive TV (0)

22. **Text and Materials, Reference Materials, and Auxiliary Materials. Please click on the ? to the right for help.**

   Shelly, G. B, and Vermaat, M. E., *Microsoft Office 2010, Advanced* , Course Technology Cengage Learning, Boston, MA, 2011.

23. **Maximum enrollment. Please click on the ? to the right for help.**

   24 Requires computer classroom with one work station per student.

24. **Particular room type requirement. Is this course restricted to particular room type? Please click on the ? to the right for help.**

   YES

   Computer classroom.

25. **Special scheduling considerations. Are there special scheduling considerations for this course? Please click on the ? to the right for help.**

   NO

26. **Are special or additional resources needed for this course? Please click on the ? to the right for help.**

   None.

27. **Does this course require special fees to be paid for by students? Please click on the ? to the right for help.**

   NO

28. **Does this course change the number of required credit hours in a degree or certificate? Please click on the ? to the right for help.**

   No.

29. **Course designation(s) for the Liberal Arts A.A. degree and/or for the college's other associate degrees. Please click on the ? to the right for help.**

Degree	Program	Category
Associate in Arts:	Liberal Arts	LE - Elective
AS:		
AAS:	Bus. Tech - All	PR - Program Requirement
BAS:		
Developmental/ Remedial:		

30. **Course designation(s) for other colleges in the UH system.**

None

31. **Indicate the year and page # of UHMC catalog referred to. For new or modified courses, please indicate the catalog pages that need to be modified and provide a sheet outlining those changes.**

University of Hawaii Maui College General Catalog, 2012-2013, p. 102

32. **College-wide Academic Student Learner Outcomes (CASLOs). Please click on the HELP icon for more information.**

Standard 1 - Written Communication Write effectively to convey ideas that meet the needs of specific audiences and purposes.		
Outcome 1.1 - Use writing to discover and articulate ideas.		1
Outcome 1.2 - Identify and analyze the audience and purpose for any intended communication.		1
Outcome 1.3 - Choose language, style, and organization appropriate to particular purposes and audiences.		1
Outcome 1.4 - Gather information and document sources appropriately.		1
Outcome 1.5 - Express a main idea as a thesis, hypothesis, or other appropriate statement.		0
Outcome 1.6 - Develop a main idea clearly and concisely with appropriate content.		0
Outcome 1.7 - Demonstrate a mastery of the conventions of writing, including grammar, spelling, and mechanics.		0
Outcome 1.8 - Demonstrate proficiency in revision and editing.		2
Outcome 1.9 - Develop a personal voice in written communication.		0
Standard 2 - Quantitative Reasoning Synthesize and articulate information using appropriate mathematical methods to solve problems of quantative reasoning accurately and appropriately.		
Outcome 2.1 - Apply numeric, graphic, and symbolic skills and other forms of quantitative reasoning accurately and appropriately.		1
Outcome 2.2 - Demonstrate mastery of mathematical concepts, skills, and applications, using technology when appropriate.		1
Outcome 2.3 - Communicate clearly and concisely the methods and results of quantitative problem solving.		0

Outcome 2.4 - Formulate and test hypotheses using numerical experimentation.		0
Outcome 2.5 - Define quantitative issues and problems, gather relevant information, analyze that information, and present results.		0
Outcome 2.6 - Assess the validity of statistical conclusions.		0
Standard 3 - Information Retrieval and Technology. Access, evaluate, and utilize information effectively, ethically, and responsibly.		
Outcome 3.1 - Use print and electronic information technology ethically and responsibly.		3
Outcome 3.2 - Demonstrate knowledge of basic vocabulary, concepts, and operations of information retrieval and technology.		3
Outcome 3.3 - Recognize, identify, and define an information need.		3
Outcome 3.4 - Access and retrieve information through print and electronic media, evaluating the accuracy and authenticity of that information.		2
Outcome 3.5 - Create, manage, organize, and communicate information through electronic media.		3
Outcome 3.6 - Recognize changing technologies and make informed choices about their appropriateness and use.		2
Standard 4 - Oral Communication Practice ethical and responsible oral communications appropriately to a variety of audiences and purposes.		
Outcome 4.1 - Identify and analyze the audience and purpose of any intended communication.		0
Outcome 4.2 - Gather, evaluate, select, and organize information for the communication.		1
Outcome 4.3 - Use language, techniques, and strategies appropriate to the audience and occasion.		1
Outcome 4.4 - Speak clearly and confidently, using the voice, volume, tone, and articulation appropriate to the audience and occasion.		1
Outcome 4.5 - Summarize, analyze, and evaluate oral communications and ask coherent questions as needed.		0
Outcome 4.6 - Use competent oral expression to initiate and sustain discussions.		0
Standard 5 - Critical Thinking Apply critical thinking skills to effectively address the challenges and solve problems.		
Outcome 5.1 - Identify and state problems, issues, arguments, and questions contained in a body of information.		1
Outcome 5.2 - Identify and analyze assumptions and underlying points of view relating to an issue or problem.		0
Outcome 5.3 - Formulate research questions that require descriptive and explanatory analyses.		0
Outcome 5.4 - Recognize and understand multiple modes of inquiry, including investigative methods based on observation and analysis.		0
Outcome 5.5 - Evaluate a problem, distinguishing between relevant and irrelevant facts, opinions, assumptions, issues, values, and biases through the use of appropriate evidence.		0
Outcome 5.6 - Apply problem-solving techniques and skills, including the rules of logic and logical sequence.		1
Outcome 5.7 - Synthesize information from various sources, drawing appropriate conclusions.		0
Outcome 5.8 - Communicate clearly and concisely the methods and results of logical reasoning.		0
Outcome 5.9 - Reflect upon and evaluate their thought processes, value system, and world views in comparison to those of others.		0
Standard 6 - Creativity Able to express originality through a variety of forms.		

Outcome 6.1: Generate responses to problems and challenges through intuition and non-linear thinking.	0
Outcome 6.2: Explore diverse approaches to solving a problem or addressing a challenge.	0
Outcome 6.3: Sustain engagement in activities without a preconceived purpose.	0
Outcome 6.4: Apply creative principles to discover and express new ideas.	0
Outcome 6.5: Demonstrate the ability to trust and follow one's instincts in the absence of external direction	0
Outcome 6.6: Build upon or adapt the ideas of others to create novel expressions or new solutions.	0

33. Additional Information