Course Title: Business Computers
Submitted By: B. Skorich
Semester Course Prefix and Number: BUS 1465
Approval Date: 
Old Quarter Course Prefix and Number: 
Revision Date: 
Number of Credits: 3 
Number of Lecture Credits: 3 
Number of Lab Credits: Number of Lab Hours: Number of Studio/Demonstration/Internship Credits: 
Semester(s) Offered: 
Class Size: 28 
Negotiated by AASC on: (date 11/13/2017)

Course Purpose Code:
0 – Developmental Courses
1 – Non-transferable
2 – Technical course related to career programs
3 – College course which has the primary goal of applying certain concepts (e.g. vocal ensemble)
X – 4 – Other college course not considered a part of MNTC (e.g. computer science, health, physical education)
5 – Course which is intended to fulfill the Minnesota Transfer Curriculum (MNTC) requirements or intended for transfer.
9 – Continuing Education/Customized Training specialized credit course (not occurring in 0-5)

Catalog Description:
This course is designed for students in the business program. The course provides students with both knowledge and hands-on experience using computers and the latest software that is most often utilized in a business setting including but not limited to word processing, spreadsheets, presentation, and database software. Use of computers and business software will be applied to solve business situations and problems.

Prerequisites and/or recommended entry skills/knowledge:
Course Prerequisite(s): No previous computer experience is necessary or assumed.
Reading Prerequisite: None
Composition Prerequisite: None
Mathematics Prerequisite: None

Career Programs and Transfer Majors Accessing this Course:
Business

Minnesota Transfer Curriculum Goal(s) partially met by this course if applicable:
(Notes: No more than two goals may be met by any one course. AASC review and the Chief Academic Officer’s approval are required.)
0. X None
1. Communications
2. Critical Thinking
3. Natural Sciences
4. Mathematical/Logical Reasoning
5. History and the Social and Behavioral Sciences
6. The Humanities and Fine Arts
7. Human Diversity
8. Global Perspectives
9. Ethical and Civic Responsibility
10. People and the Environment
Learning Outcomes: (including any relevant competencies listed in the Minnesota Transfer Curriculum)

Upon completion of this course, the student will be able to:

1. Describe the basic hardware (input, output, and storage) components and software (operating and application) used in the Windows and Internet environment
2. Demonstrate the ability to organize files by creating folders and managing (copy, move, rename, and delete) files
3. Describe computer security and safety, ethics, and privacy concerns related to technology
4. Demonstrate the ability to create documents, worksheets, databases, and presentations suitable for coursework, personal, and professional purposes.
5. Apply email, word processing, spreadsheet, database, and presentation software to solve business problems

Student Assessment Methods:
The student’s knowledge and skill may be assessed through concept exams and assignments.

Use of Instructional Technology: (includes software, interactive video and other instructional technologies): May include
- Windows based personal computers.
- Most current version of an integrated software program – Microsoft Office
- College's Learning Management System

Additional Special Information: (special fees, directives on hazardous materials, etc.)

Transfer Information: (Please list colleges/majors that accept this course in transfer.)
This course is acceptable under the Minnesota State Transfer Pathway for Business

Affiliated Mesabi Range College Courses and Programs:

Approvals:

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Distribution: Original – Instructional Services
Copies: Transfer Specialist, Originating Faculty Member, Records
Revised: December 2012