Course Outline for: BUSN 1201 Information Technology Concepts and Business Software 1

A.   Course Description:
1.   Number of credits: 3
2.   Lecture hours per week: 3
3.   Prerequisites: ENGC 0860 (C- or better); OR
                                    ENGC 0800 (C- or better); OR
                                    High School GPA of 2.00-2.59 with native speaker result on EAP
                                    Survey; OR
                                    Accuplacer Reading score of 235-249; OR
                                    Accuplacer Classic Reading score of 60-77
4.   Corequisites: None
5.   MnTC Goals: None

Students need to be prepared for future academic, personal, and career pursuits using computers. With a focus on technology literacy and solving business problems, students learn essential computer concepts as well as develop skills to efficiently use word processing, spreadsheets, databases, and presentation software. The latest version of Microsoft Office is required for this course.

B.   Date last reviewed/updated: March 2024

C.   Outline of Major Content Areas:
Application Software featuring:
1.   Word Processing
2.   Spreadsheets
3.   Presentations
4.   Database Management
Computer Concepts featuring:
1.   The Web
2.   Computer Hardware
3.   Operating Systems and File Management
4.   Software and Applications
5.   Security and Safety
6.   Digital Media
7.   Programming Languages and Development
8.   Web Development
9.   Networking
10. Digital Communication

D.   Course Learning Outcomes:
Upon successful completion of the course, the student will be able to:
1.   Identify the basic hardware (input, output, and storage) components and software (operating and application) used in the Windows and Internet environment

2. Efficiently use computer system and operating and application software
3. Organize files by creating folders and managing (copy, move, rename, and delete) files
4. Identify computer security and safety, ethics, and privacy concerns related to technology
5. Demonstrate how to access the Internet for relevant information
6. Create documents, worksheets, databases, and presentations suitable for coursework, personal, and professional purposes
7. Apply word processing, spreadsheet, database, and presentation software to solve business problems
8. Apply e-mail software for professional, effective communication
9. Create, design, and maintain databases by creating tables, queries, reports, and forms while following professional design standards
10. Create, format, analyze, save, and print spreadsheets while following professional design standards
11. Create, format, save, and print word processing documents while following professional design standards
12. Create, format save, and print presentations while following professional design standards

E.   Methods for Assessing Student Learning:
Methods for assessment may include, but are not limited to, the following:
1. Evaluations based on documents created with each of the applications. Documents can be assigned as homework and as exams. The exams would be intended to measure the student's ability to create documents independently.
2. In-class activities
3. Homework assignments
4. Computer-based skills assessments

F.   Special Information:
None