

COMP B5: Introduction to Microsoft Office

Student Learning Outcomes or AUO	Measure	PLO	ILO	GE
1. The students will identify and analyze computer hardware.	Discussion		I	N/A
	Homework			
	Quizzes			
	Exams			
2. The students will analyze problems and create, format, edit, and print word processing, spreadsheet, presentation, and database files.	Discussion	1-4	I	N/A
	Homework	2-4	II	
	Quizzes	3-1	III	
	Exams	4-4		
		5-1		
		6-4		
		7-3		
		8-1		

PLOs:

Associate in Science in Business Administration for Transfer
1-1. Analyze a business scenario and use numerical, graphical, symbolic, and verbal representations to effectively solve problems and communicate those solutions.
1-2. Analyze a business scenario and correctly prepare financial statements to effectively convey financial information for management decision-making.
1-3. Analyze a business scenario using the tools of economic theory to communicate economic effects on business decision making.
1-4. Analyze a business scenario and appropriately apply computer information systems and business concepts to designing and managing business documents.
1-5. Analyze a business scenario and effectively explain the social, political and ethical implications of the law to actual and hypothetical business transactions.

BC Accounting Major AA
2-1. Analyze and record financial transactions in a manual or computerized general ledger system.
2-2. Prepare financial statements; analyze and prepare financial information for management decision-making.
2-3. Utilize current income tax resources to prepare personal income tax returns.
2-4. Communicate financial information effectively within a business environment.
2-5. Process payroll transactions in accordance with current payroll reporting requirements.

BC Administrative Office Assistant AA
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3-1. Demonstrate minimum acceptable skill levels in ten-key, keyboarding, and document processing
3-2. Demonstrate minimum filing competencies
3-3. Interact effectively in oral and written communication
3-4. Participate in office related work experience to achieve the following desirable job qualities: • Function as a team member • Demonstrate interpersonal skills on the job • Manage multi-tasks efficiently • Model professional and ethical behaviors • Identify soft skills such as being on time

BC Bookkeeping COA
4-1. Analyze and record financial transactions in a manual or computerized general ledger system.
4-2. Prepare financial statements; analyze and prepare financial information for management decision-making.
4-3. Utilize current income tax resources to prepare personal income tax returns.
4-4. Communicate financial information effectively within a business environment.
4-5. Process payroll transactions in accordance with current payroll reporting requirements.

BC Office Assistant COA
5-1. Demonstrate minimum acceptable skill levels in ten-key, keyboarding, and document processing.
5-2. Demonstrate minimum filing competencies.
5-3. Interact effectively in oral and written communication.
5-4. Participate in office related work experience to achieve the following desirable job qualities: • Function as a team member • Demonstrate interpersonal skills on the job • Manage multi-tasks efficiently • Model professional and ethical behaviors • Identify soft skills such as being on time

BC Retail Management COA
6-1. Identify concepts and basic theories of management, including the planning, organizing, staffing, directing, and controlling functions.
6-2. Demonstrate the technical skills for preparing double entry accounting financial statements
6-3. Understand the principles and methods involved in the recruiting, selection, and placement of employees with regard to government regulations, training, experience, and aptitudes.
6-4. Express self clearly in expository writing, application, request for references, and follow-up communications.

BC General Business JSC
7-1. Communicate financial information effectively within a business environment.

7-2. Analyze and record financial transactions in a manual or computerized general ledger system.

7-3. Participate in office related work experience to achieve the following desirable job qualities: • Function as a team member • Demonstrate interpersonal skills on the job • Manage multi-tasks efficiently • Model professional and ethical behaviors • Identify soft skills such as being on time

BC Office Assistant JSC

8-1. Demonstrate minimum acceptable skill levels in ten-key, keyboarding, and document processing.

8-2. Demonstrate minimum filing competencies.

8-3. Interact effectively in oral and written communication.

8-4. Participate in office related work experience to achieve the following desirable job qualities: • Function as a team member • Demonstrate interpersonal skills on the job • Manage multi-tasks efficiently • Model professional and ethical behaviors • Identify soft skills such as being on time

ILOs:

- I. Think critically and evaluate sources and information for validity and usefulness.
- II. Communicate effectively in both written and oral forms.
- III. Demonstrate competency in a field of knowledge or with job-related skills.
- IV. Engage productively in all levels of society – interpersonal, community, the state and nation, and the world.

GELOs:

Use the GE categories from the catalog if this is a GE course.

A-E