

# SYLLABUS

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**Code:** BUSI165

**Title:** Computer Applications in Business

**Division:** Business and Technology **Department:** Business Management

**Course Description:** This is an introductory level course for students with basic computer knowledge and provides “hands-on” laboratory experience. The student will develop a working knowledge of the computer and work with a variety of software programs such as word processing, spreadsheets, database construction, and income tax preparation. The student will also learn programs such as graphic presentations, record keeping, and loan analysis, as well as learn how to conduct research on the Internet and communicate via email. Students will demonstrate the use of these computer software applications and programs to interpret and analyze diverse economic and financial situations in their personal and professional lives.

**Prerequisites:** MATH 012, MATH 015 or passing scores in computation on Basic Skills tests and READ 092, READ 095 OR passing score in reading on Basic Skills Test.

**Corequisites:** None

**Prerequisites or Corequisites:** -

**Credits:** 3

**Lecture Hours:** 3

**Lab/Studio Hours:** 0

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**REQUIRED TEXTBOOK/MATERIALS:**

Textbook Title: Office 2007 Simplified  
Author: Kinkoph  
Publisher: Wiley

**ADDITIONAL TIME REQUIREMENTS:**

Depending on the student’s motivation and incoming computer literacy, 1 – 4 hours outside of class may be needed. See instructor for available “open” lab hours

**COURSE LEARNING OUTCOMES:**

Upon completion of this course, students will be able to:

- Develop a working knowledge of the computer.
- Demonstrate the use of various computer software applications to create, interpret and analyze diverse economic and financial situations. (Communication, Critical Thinking, Information Literacy, Mathematical Reasoning, Personal Development, and Technological Literacy)

**GRADING STANDARD:**

**GRADING RUBRIC FOR ALL BUSI 165 PROJECTS**

**Excellent** = 90-100%

Work follows all requirements, instructions and standards as described in the particular project assignment.

In addition to the skills listed in the categories below, the Student demonstrates Synthesis and Evaluative skills including the ability to compare and discriminate between ideas; assess the value of

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presentations; generalize from given facts; relate knowledge from several areas; predict and draw conclusions.

Apply some of the following thinking and writing approaches to reach this EXCELLENT grade level.

Combine, integrate, modify, rearrange, substitute, plan, create, design, invent, what if, compose, formulate, prepare, generalize, rewrite, assess, decide, rank, grade, test, measure, recommend, convince, select, judge, explain, discriminate, support, conclude, compare, summarize.

Work is completed with a powerful degree of readability in terms of layout, spacing, and varied font sizes, styles, colors, etc. All writing is at a professional level in terms of organization, content, grammar, and style. Work is submitted "On Time."

## **Better** = 76-89%

In addition to the skills listed in the categories below, the student demonstrates application and analysis skills including the ability to use information, use methods, concepts, theories in new situations, recognize hidden meanings, identify components. apply some of the following thinking and writing approaches to reach this BETTER grade level.

Apply, demonstrate, calculate, complete, illustrate, show, solve, examine, modify, relate, change, classify, experiment, discover, analyze, separate, order, explain, connect, classify, arrange, divide, compare, select, explain, infer.

## **Good** = 65-75%

The student demonstrates knowledge and comprehension skills including observation and recall of information; knowledge of dates, events, places; knowledge of major ideas; mastery of subject matter; understanding information; grasp meaning; translate knowledge into new context; interpret facts; compare, contrast, order, group; infer causes; and predict consequences.

Apply some of the following thinking and writing approaches to reach this GOOD grade level.

List, define, tell, describe, identify, show, label, collect, examine, tabulate, quote, name, who, when, where, etc. summarize, describe, interpret, contrast, predict, associate, distinguish, estimate, differentiate, discuss, extend a marginal writing style, bland and/or mediocre readability.

## **Failing** = 64% and below

Student deviates from instructions and requirements assigned. Confusing and unclear degrees of readability. The student cuts and pastes or uses the phrases or writing of another author. Writing requires numerous re-reading to understand. Student does not demonstrate any of the above conceptual skills.

### **Grades will be assigned as follows:**

- A = 93-100%
- A- = 90-92
- B+ = 87-89%
- B = 83-86%
- B- = 80-82
- C+ = 76-79%
- C = 70-75%
- D = 65-69%
- F = Below 65

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## **Requirements for a Grade of Incomplete:**

1. If you have completed 70% of your course requirements, you may be eligible for a grade of Incomplete.
2. Refer to the Incomplete contract for specifics.
3. You must submit an incomplete application form to your course instructor for his/her approval on/or before the last class meeting date.

## **COURSE CONTENT:**

1. Microsoft Word
2. Web Based Financial Calculators.
3. Data Management and Reporting using "Excel."
4. Financial Record Keeping and Reporting using Quicken Software..
5. Income Tax Preparation using Pro-Series-Turbo-Tax.
6. Appraisal of Conceptual skills related to Quicken and TurboTax
7. Business a Presentation using "PowerPoint."
8. Business Plan Preparation.
9. Appraisal of Conceptual skills related to Microsoft Word, Web Based Financial Calculators, Excel, PowerPoint, Business Plan, and Career Building.

## **DEPARTMENT POLICIES:**

### Attendance and Late Policy for Students:

In the event a student accumulates more than three (3) absences, a student's final grade will be lowered one grade level.

### Academic Integrity:

Any incidence of cheating will be fully processed in accordance with Brookdale Community College Regulation 6.3000 entitled STUDENT CONDUCT and the Student Conduct Code, Section V, "Academic Integrity Code" as found in the student handbook. The Business Management Department supports this regulation.

### Brookdale e-mail/Website:

You are required to check your Brookdale e-mail at least (3) times per week for communication from your instructor. The syllabus is subject to change per the rights of the instructor. These changes may be communicated to you via e-mail.

## **COLLEGE POLICIES:**

For information regarding:

- ◆ Brookdale's Academic Integrity Code
- ◆ Student Conduct Code
- ◆ Student Grade Appeal Process

Please refer to the [BCC STUDENT HANDBOOK AND BCC CATALOG.](#)

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## **NOTIFICATION FOR STUDENTS WITH DISABILITIES:**

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Disabilities Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY) to provide appropriate documentation of the disability, and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

## **ADDITIONAL SUPPORT/LABS:**

Individual tutoring for a unit test or course work may be available from the department's learning assistant on a first-come, first-serve basis in LAH 214. Appointments are suggested.

Melissa Stryker, Learning Assistant  
Telephone number: (732) 224-2551  
E-mail: [mstryker@brookdalecc.edu](mailto:mstryker@brookdalecc.edu)  
Office Location: Larrison Hall 214

## **Office Hours:**

Monday-Thursday 8:30 a.m. – 5:00 p.m.

(One evening that may change with the demands of each semester.)