

SYLLABUS

Code: BUSI165

Title: Computer Applications in Business

Institute: Business and Social Science

Department: Business Management

Course Description: This is an introductory level course for students with basic computer knowledge. 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

REQUIRED TEXTBOOK/MATERIALS: Textbook Title: Office 2013 Simplified
Author: Elaine Marmel, Publisher: Wiley

Software: Microsoft Office 2013, Quicken® Home & Business 2014 or higher; ProSeries® 2014 or higher, Internet

Note: Online students must provide their own software or use the available software at the Brookdale Branch campuses and the Higher Education Centers. Quicken and ProSeries are only available at the Lincroft Branch Campus.

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.

For information on Brookdale's policy on credit hour requirements and outside class student work refer to [Academic Credit Hour Policy](#).

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.

GRADING STANDARD:

Grades are calculated based on a combination of course projects and tests. See instructor's addendum for specific list of projects and testing.

TESTING POLICY FOR ONLINE STUDENTS:

Students enrolled in online sections of this course may be required to take exams at any of the Brookdale Testing Center locations or approved proctored sites. See your instructor addendum for specific information.

SYLLABUS

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

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 and Business Research.
3. Data Management and Reporting using "Excel."
4. Financial Record Keeping and Reporting using Quicken® Software.
5. Income Tax Preparation using ProSeries® software.
6. Appraisal of Conceptual skills related to Quicken® and ProSeries®.
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. See separate instructor addendum for online sections.

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.

SYLLABUS

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](#).

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:

Students can call (732) 224-2999, this is a direct line to the Tutoring Center and rings at all the Learning Commons Assistant's phones and there is voicemail.

Student can send email to tutoring@brookdalecc.edu all the Assistants can access this and students can ask question or set up appointments.

They can also visit the website www.brookdalecc.edu/tutor which has information about the tutoring offered at Brookdale. (Learning Commons, Reading, Writing, Math, STEM Lounge.)

The syllabus is intended to give student guidance in what may be covered during the semester and will be followed as closely as possible. However, the faculty member reserves the right to modify, supplement, and make changes as the need arises.