

**University of Arkansas – Fort Smith**  
**5210 Grand Avenue**  
**P. O. Box 3649**  
**Fort Smith, AR 72913–3649**  
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**General Syllabus**

**MGMT 21043 Basic Business Computing**

Credit Hours: 3

Lecture Hours: 3

Laboratory Hours: 0

Effective Catalog: 2018-2019

**I. Course Information**

**A. Catalog Description**

Introduces the various productivity tools available in the Microsoft Office suite. Emphasis is on the functionality of Microsoft Excel, the basics of Word, PowerPoint and Access are addressed. All topics are presented and applied in a business context.

**II. Student Learning Outcomes**

**A. Subject Matter**

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

1. Demonstrate basic computer literacy by creating, editing, saving and managing files and using basic Windows commands such as cut, copy and paste.
2. Create simple correspondence documents in Word including memos, letters, envelopes and labels
3. Create tables of information in Microsoft Word
4. Create working Excel worksheets including calculations
5. Chart and analyze data using Microsoft Excel
6. Create a multi-sheet Excel workbook incorporating 3D formulas and functions
7. Solve business problems using logical and financial functions
8. Sort, filter and subtotal data using Excel data lists
9. Create, modify and deliver simple graphics presentations
10. Create suitable handouts, notes, and other printed materials in support of a presentation
11. Create and use a simple Access database with multiple tables, queries and simple forms and reports
12. Use graphics and drawing tools in multiple Office applications

## **B. University Learning Outcomes**

This course enhances student abilities in the following areas:

### **Analytical Skills**

**Critical Thinking Skills** - Students to use critical thinking to set up, analyze, solve, present, and report likely solutions to business problems using the appropriate productivity tools. Application of certain business math skills will be an integral part of the course.

## **III. Major Course Topics**

- A. Word Basics
- B. Character, Paragraph and Document Level Formatting
- C. Tabs, Tables and Bulleted and Numbered Lists
- D. Excel formulas and functions
- E. Formatting and Printing in Excel
- F. Charting