

# North Central Michigan College

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NCMC MASTER COURSE SYLLABUS FOR YEARS 2001-2003

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DIVISION/AREA: Business and Technology

DEPARTMENT:

DIVISION DIRECTOR: Robert J. Marsh, Ph.D., P.E.

ORIGINATOR:

DEAN OF INSTRUCTION: Timothy Dykstra, Ph.D.

TOTAL HOURS OF INSTRUCTION: 3    LECTURE: 2    LAB: 1    TOTAL CONTACT HOURS: 52.8

COURSE NUMBER: CAP 115

CREDIT HOURS: 3

COURSE TITLE: Small Business Applications for the Microcomputer

TRANSFERABLE    YES:            NO: X            TO:

PREREQUISITE(S)/COREQUISITE(S)/ADVISORY: CAP 100

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CATALOG DESCRIPTION:

A course in microcomputers and their role in the operation of small businesses. Students learn how to determine hardware and software needs for a small business and how to use the microcomputer for typical small business functions. Operating system, accounting, word processing, spreadsheet and database programs are introduced. Advising Note: Students must be able to use the Windows environment, keyboard, and a mouse prior to enrolling in this course. This can be accomplished by taking CAP 100.

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GENERAL EDUCATION OUTCOMES:

- Independently acquire knowledge
  - Select and use mathematical tools for problem solving and decision making
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COURSE OBJECTIVES & OUTCOMES:

- Learn about the microcomputer and the role it can play in the operation of a small business
  - Gain experience in the following software applications
    - Word processor, spreadsheet, database modules of MS Works
    - QuickBooks accounting software
    - MS Internet Explorer
    - MS Frontpage
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METHODS OF INSTRUCTION:

Class is taught in computer lab- each student will have a computer. In class assignment, homework will be given. Lecture will provide basis for the exercises.

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METHODS OF EVALUATION:

Evaluation:

Class participation, Chapter objective summaries, Graded assignments, Paper, Tests

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REQUIRED TEXTS:

Works 2000 Introductory Concepts and Techniques Shell-Cashman-Shelly (Lab manual for MS Works)  
Computers- Tools for the Information Age 2<sup>nd</sup> edition H.L. Capron (“Concepts book”)

OPTIONAL SUPPLEMENTARY MATERIALS: 3.5” floppy disks, DSHD

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Reasonable accommodations may be provided for students with documented physical, sensory, cognitive, systemic, and/or psychiatric disabilities. Please contact the Learning Support Services (LSS) at (231) 348-6682 to arrange services for this course.

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TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON \_\_\_\_\_