Western Dakota Technical Institute
800 Mickelson Drive
Rapid City, SD 57701

Master Syllabus

Course Number: BUS 241
Course Name: Advanced Computer Applications for Business
Credits: 3
Contact Hours: 3 lecture

Course Description: The primary focus of the class will be on expert proficiencies in word processing and spreadsheet software. The class is designed to meet all the required skills needed to take the Microsoft Office User Specialist Expert exams in word processing and spreadsheet software. The curriculum will also cover additional Windows-based programs and computer operations.

Prerequisite: CIS105

Textbook: http://bookstore.wdt.edu

Materials: Microsoft Word and Excel (*contact instructor for correct version*)

Student Learning Outcomes:
- Apply advanced word processing skills to facilitate business communications.
- Apply advanced spreadsheet applications to extrapolate and display data.

Assessment: Through the Student Learning Outcomes, the following core abilities will be assessed: analytical skills, technology skills, and employability.

ADA Accommodations: Students Rights to Assistance or Accommodations: Western Dakota Technical Institute (hereinafter WDT) does not discriminate on the basis of disability. If you have a disability as defined by federal or state law, including a temporary disability related to pregnancy and/or parenting as a result of a medical necessity due to childbirth, WDT will provide reasonable accommodations including but not limited to architectural access, aids and services necessary for effective communication, and modification of its policies and procedures. Students with a disability who are requesting an accommodation should contact your instructor and the Student Success Director who serves as the disability coordinator as early as possible in the semester.

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