



Business Department

973-328-5656

214 Center Grove Road, Randolph, NJ 07869

# BUS-119: BUSINESS INFORMATION SYSTEMS AND APPLICATIONS

Credits - 3

Division: School of Professional Studies and Applied Sciences

## Catalog Course Description:

This course provides an introduction to the business productivity software programs available for problem solving and decision making in business and industry. This is a hands-on laboratory course designed to provide the student with experience in preparing professional business documents, analyzing business data, and presenting business results. Students will utilize the Microsoft Office software package, focusing on MS Word, Excel and PowerPoint. Special emphasis will be placed on analyzing data and preparing summary reports for decision making and problem solving using MS Excel. Students will acquire skills that can be applied to the preparation for optional Microsoft Office Specialist (MOS) Certification. Students will not receive credit towards graduation for more than one of the following courses: CMP-135, CMP-126 or BUS-119.

## Textbooks:

Title	Ed	Author(s)	Publisher	ISBN	Req/Rec
Go with Office 2019 Introductory with MyLabIT	Latest	Gaskin	Pearson	9780135768877	Required

## Statement of Course Learning Outcomes:

### Learning Outcomes

Students will be able to demonstrate how to apply the Word, Excel and Power Point software tools efficiently and effectively for business reporting and analysis needs.