

Students in the business major must learn related computer software to be successful in our classes. There is no other course offered on campus which covers the software needed by business students, and so we need to offer this in our division. This is in line with other business programs' offerings in Oregon.

**Course Information**

Prefix(*required*)

BA

Number(*required*)

131

Title(*required*)

Introduction to Business Computing

Credits(*required*)

3

Description(*required*)

The use of Excel and its function as a tool in business applications, such as accounting, finance, business forecasting, and data visualization.

Prerequisites/Requirements

None

Is this course eligible for regular progress (RP) grading? (*required*)

No

<b>Goal #</b>	<b>Course goal</b>	<b>ULO (if applicable)</b>
2	Manipulate and transform data	Quantitative Literacy
3	Create and insert charts and graphs to effectively communicate information	Written Communication
1	Analyze the use of technology by businesses to create competitive advantages, use of logistics and sharing information with consumers and employees	Inquiry and Analysis

Programs affected/consulted(*required*)

Please include the name(s) of those contacted, with the date(s) and the result(s) of the consultation/collaboration.

None

Faculty and Facilities Needed (for Dean review only)(*required*)

No additional faculty or facilities needed