Course Information Form (CIF)

Course Code: CSC 105

Course Title: Applications of Computers in Business and Commerce

Department: Business/Computer Science and Technologies
Effective Date: Summer 2026
PCS Code: 1.1 - Baccalaureate/Transfer
CIP Code: 11.0301
Repeatability: 0

Credit Hours

Catalog Notation: 4-0-4
Credit Hour Distribution:

Lecture: 4	Lab: 0	Clinical: 0	**Total: 4**

General Course Information

Catalog Description

Introduction to computers; hands-on experience with the Windows OS, spreadsheets, databases, and introduction to programming.

General Course Objectives

This course provides an introduction to computers and their application to business and commerce.

Minimum Placement Levels

English	Reading	Math
None	None	Placement out of MAT 060

Prerequisites

None

Methods of Evaluation

Quizzes, exams, hands-on case studies, analyzing and writing Macros.

Instructional Materials and Additional Supplies

Cirrus Marquee Excel And Access 6 Month Code, Author: Rutkosky. 9780763892753
Internet access.

Course Content

General Learning Outcomes (GLOs)

- Technology: Students will demonstrate the ability to evaluate, select, and appropriately use current and emerging tools.

Course Segments and Student Learning Outcomes

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Spreadsheets Unit 1: General Workings	1. List the major components required to navigate the workbook. 2. Specify the worksheet cell types. 3. Employ ranges to change multiple cells. 4. Describe the print modes of Excel. 5. Explain the historic importance of spreadsheets.	4	0	0
Spreadsheets Unit 2: Planning a Workbook	1. Identify steps in design of a spreadsheet. 2. Use aggregate functions such as sum, average, max, and min. 3. Differentiate absolute, mixed, and relative cell reference. 4. Create cell comments. 5. Explain the use of cut, copy, and paste.	4	0	0
Spreadsheets Unit 3: Formatting a Worksheet	1. Format numbers. 2. Align text and modify font features, width, and heights. 3. Hide and reveal grid lines. 4. Modify print characteristics.	4	0	0
Spreadsheets Unit 4: Creating Charts	1. Define a data series and data categories. 2. Distinguish an embedded chart and a chart sheet. 3. Recognize the different chart types and their purposes. 4. Employ the Chart Wizard to maximize the effectiveness of a chart.	4	0	0
Databases Unit 1: Understanding Relational Databases	1. Compare relational databases with hierarchical databases. 2. Define the terms field, record, table, and database. 3. Identify primary keys, aggregate keys, and foreign keys. 4. Contrast the use of the four main objects in Access. 5. Practice using the basic wizard for each object.	4	0	0
Databases Unit 2: Maintaining the Database	1. Apply various methods such as adding records, deleting records, sorting records, and copying records to the clipboard. 2. Use Data view to find and organize data. 3. Create Access table definitions in design view.	4	0	0
Databases Unit 3: Filters, Queries, Forms, and Reports	1. Compare the four types of filters with queries. 2. Apply calculated fields and aggregate functions to query development. 3. Specify customized forms. 4. Demonstrate simple and modified reports.	4	0	0
Databases Unit 4: Compound Queries and Database Utilities	1. Categorize the use of the compound operators in, like, between, and, and or. 2. Employ crosstab queries to identify factors in decision making. 3. Manage data entry with input masks and lookup fields. 4. Identify database security and repair tools.	4	0	0

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Introduction to Visual Basic	1. Explore VBA environment. 2. List and understand Object Oriented Programming Languages. 3. Enable the Developer Tab in Excel. 4. Understand how the Macro recorder works. 5. Explain using Relative References. 6. Record simple Macros. 7. Explain and use multi-step Macro recording. 8. Sort and filter in Macro recording. 9. Protect and format sheets with the Macro Recorder. 10. Set up VBA Interface. 11. Identify the difference between Recorder Code vs. Manual. 12. Edit Macros. 13. Explore debugging Macros. 14. Explain grammar in VBA. 15. Write basic Macro Scripts. 16. Employ range, selection, color, clear, and value. 17. Define Active Sheet, Sheets, Name, and Current Region. 18. Write a simple Macro. 19. Write simple VBA.	17	0	0
Introduction to Python Programming	1. Use the Python scripting environment. 2. Define introductory programming concepts in Python environment.	11	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
60	0	0