

Springfield Technical Community College  
Academic Affairs

Course Number: BUS-222 Class/Lect. Hours: \_\_\_\_\_ Lab Hours: \_\_\_\_\_ Credits: 3 Dept.: Business

Course Number Title: Business Decision Tools Semester: Spring Year: 2025

**Course Description, Prerequisite, Corequisite:** This course is designed to enhance business technical skills for a business enterprise setting. An overview of computer concepts and security issues, word processing functions, creation and manipulation of spreadsheets and database management. Business case studies will be focused on retrieving data and utilizing spreadsheet skills to manage complex data, data analysis and enhance decision-making.

## OBJECTIVES/COMPETENCIES

| Course Objectives                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Competencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <ol style="list-style-type: none"><li>1. Develop a foundation for computer concepts – hardware, software and security principles.</li><li>2. Develop proficiency in using word processing to create, format, and edit business documents efficiently</li><li>3. Explore databases and data management techniques</li><li>4. Engage spreadsheet skills to manage and analyze complex data</li><li>5. Apply critical thinking and problem-solving skills for business case studies analysis</li></ol> | <ol style="list-style-type: none"><li>1a. Describe hardware, software and operating systems</li><li>1b. Identify and implement security practices to protect business information and systems</li><li>2a. Create clear, concise, and professional business documents</li><li>3a. Examine the architecture of databases</li><li>3b. Explore the storage and retrieval of data</li><li>4a. Create spreadsheets to aid in informed business decision-making</li><li>4b. Apply basic formulas for efficient calculations</li><li>4c. Employ absolute, relative and mixed cell reference techniques</li><li>4d. Introduce functions (financial, statistical, text, and logical)</li><li>4e. Utilize lookup functions</li><li>4f. Automate tasks with use of macros</li><li>4g. Introduction of pivot tables</li><li>4h. Utilize What-if-analysis</li><li>4i. Create charts and graphs</li><li>4j. Adopt effective file management skills to organize workbooks</li><li>5a. Utilize business case studies to analyze business situations</li></ol> |