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RARITAN VALLEY COMMUNITY COLLEGE
ACADEMIC COURSE OUTLINE

BUSI 118 Logistics Technology

I. Basic Course Information

    A. Course Number and Title: BUSI 118 Logistics Technology

    B. New or Modified Course: NEW

    C. Date of Proposal: Semester: Spring   Year: 2022

    D. Effective Term: Fall 2022

    E. Sponsoring Department: Business and Public Service

    F. Semester Credit Hours: 3 Credit Hours

    G. Weekly Contact Hours: 3   Lecture: 3
                                         Laboratory: N/A
                                         Out of class student work per week: 6

    H. Prerequisites/Corequisites: N/A

    I. Laboratory Fees: None

    J. Name and Telephone Number or E-Mail Address of Department Chair and Divisional
Dean at time of approval:

Tracy Rimple, Department Chair,
Email: tracy.rimple@raritanval.edu
Phone: 908-526-1200 ext. 8321

Dr. Patrice Marks, Divisional Dean
Email: Patrice.Marks@raritanval.edu
Phone: 908-526-1200 ext. 8802

II. Catalog Description

This course is a study of current technology generally used in supply chain management. Topics include creating spreadsheets, analyzing data and charts, creating databases, navigating tables, forms, queries, and reports. Students will engage in problem-solving through the use of computer technology.

III. Statement of Course Need

A. The course emphasizes how technology increases productivity in the supply chain, and minimizes costs and errors. The utilization of appropriate technology is critical to ensure an effective supply chain. This course addresses how computers and technology are used to address specific issues and bottlenecks in the supply chain. Employees working in the field must keep up with constantly changing technology. This helps them see the big picture, prioritize effectively, and think on their feet, as the need arises.

B. No lab component

C. This course generally transfers as a free elective or business elective.

IV. Place of Course in College Curriculum

A. Free Elective

B. This course serves as a Business Elective

C. This course meets a program requirement for the Supply Chain Management Certificate of Completion.

D. To see course transferability: a) for New Jersey schools, go to the NJ Transfer website, www.njtransfer.org; b) for all other colleges and universities, go to the individual websites.

V. Outline of Course Content

A. Impact of Digital Technology & the Web

B. Computer Hardware, Operating Systems & File Management

C. Software Application, Security & Safety

D. Creating Documents with Word / Editing & Formatting Documents

E. Formatting Text & Graphics in Word

F. Getting Started with Excel and Formatting a Worksheet

G. Analyzing Data in Excel using Formulae

H. Working with Charts in Excel

I. Getting Started with Access / Building Tables & Relationships

J. Creating Queries in Access

K. Working with Forms & Reports in Access

L. Creating a Power Point Presentation

M. Modifying a Power Point Presentation

N. Inserting Objects into Power Point Presentations

O. Integration Word, Excel, Access & Power Point

VI. General Education and Course Learning Outcomes

A. General Education Learning Outcomes:

At the completion of the course, students will be able to:

1. Apply quantitative reasoning to interpret data and solve problems. (GE-2)
2. Use technological tools for information analysis and decision making. (GE - 4)

B. Course Learning Outcomes:

At the completion of the course, students will be able to:

1. Prepare presentations combined with analysis to solve SCM problems
2. Demonstrate Word, Excel, Power Point, and Access functions
3. Create reports that provide analysis and interpretation of the data and information at hand to solve a specific problem

C. Assessment Instruments

Given the outcomes described above, the following assessment methods may be used:

1. case studies
2. presentations
3. exams

VII. Grade Determinants

The following factors may enter into the determination of the final.

1. homework
2. discussion questions
3. exams
4. case study

Given the goals and outcomes described above, the primary formats, modes, and methods for teaching and learning that may be used in the course:

A. lecture/discussion
B. small-group work
C. computer-assisted instruction
D. guest speakers
E. student collaboration

VIII. Texts and Materials

A. Text: "Technology for Success" by Cengage (ISBN # 978-0-357-11974-7)
B. Microsoft Office Suite 365/current edition
C. Web sources
D. Periodicals

(Please Note: The course outline is intended only as a guide to course content and resources. Do not purchase textbooks based on this outline. The RVCC Bookstore is the sole resource for the most up-to-date information about textbooks.

IX. Resources

A. Access to Library Resources/Databases

X. Honors Options N/A