

BUSINESS INFORMATION SYSTEMS: CAN 6

This course covers basic computer concepts including: components of a computer system (CPU, memory, ports, buses, input/output devices, etc.), operating systems and utility programs (Windows, Virus Protection Software, etc.), an overview of commonly used application software programs (word processing, spreadsheets, data base, presentation software, etc.), data base concepts (how data is organized in a data base, entering data, querying a data base, etc.), communication and networks (LAN, WAN, wiring, modems, security, firewalls, etc.), information systems development (systems development life cycle; analysis, design, implementation, and support, etc.), ethical issues, and usage of the Internet (the World Wide Web, using a browser, search engines, and communicating via email). The course will expose students to applications of information systems to business.

The course will also cover the use of spreadsheets and cover concepts such as entering data, cell operations, formatting the worksheet (changing column, row, and cell sizes, font size, color, etc.), using functions (Average, Max, Min, Sum, IF, Round), what-if analysis/goal seek, copying/pasting/inserting/deleting data, absolute versus relative addresses, charting data, adding text to the worksheet, linking worksheets, protecting data, and printing options

Desirable coverage also includes the following. Exposure to word processing topics such as creating and saving documents; using a spell checker; selecting, inserting, and deleting text and objects; application integration; and formatting text. Exposure to data base software concepts such as entering and editing data and records; defining fields; creating and saving tables, forms, queries, and reports; and sorting data. Exposure to presentation software such as PowerPoint.