

REVISED BUSINESS INFORMATION SYSTEMS: CAN 6

This course will expose students to applications of information systems to business and cover the following basic computer concepts:

- ▶ Components of a computer system including CPU, memory, ports, buses, and input/output devices
- ▶ Operating systems and utility programs
- ▶ An overview of commonly used application software programs including word processing, spreadsheets, data base, and presentation software
- ▶ Data base concepts including how data is organized in a data base, entering data, and querying a data base
- ▶ Communication and network concepts including LAN, WAN, wiring, modems, security, and firewalls
- ▶ Information systems development including systems development life cycle; analysis, design, implementation, and support
- ▶ Ethical issues
- ▶ Usage of the Internet including the World Wide Web, using a browser, search engines, and communicating via email.

The course will cover the use of spreadsheets with specific spreadsheet coverage of the following concepts:

- ▶ Entering data
- ▶ Cell operations
- ▶ Formatting the worksheet including changing column, row, and cell sizes, font size, and color
- ▶ Using functions including Average, Max, Min, Sum, IF, and 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
- ▶ Printing options

Students will be exposed 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.

The course will also expose students 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. Additionally students will be exposed to presentation software such as PowerPoint.