

## SYLLABUS

**DIVISION:** Business and Engineering Technology

**REVISED:** Fall 2014

**CURRICULA IN WHICH COURSE IS TAUGHT:** Liberal Arts and Business Administration

**COURSE NUMBER AND TITLE:** BUS 147 – Introduction to Business Info. Systems

**CREDIT HOURS:** 3 HOURS/WK    LEC: 2 HOURS/WK LAB: 2    LEC/LAB COMB: 4

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- I. CATALOG DESCRIPTION:** Presents an overview of business information systems. Introduces computer hardware, software, procedures, systems, and human resources, and explores their integration and application in business. Discusses fundamentals and applications of computer problem solving and programming.
- II. RELATIONSHIP OF THE COURSE TO CURRICULA OBJECTIVES:**  
As a required course for students enrolled in the Business Administration program, BUS 147 will address the following five DCC business administration program objectives. DCC Business Administration graduates will:
1. Demonstrate an understanding of the ethical, legal, and regulatory parameters of business.
  2. Calculate, compile, and analyze business data for problem solving.
  3. Demonstrate an awareness of appropriate current and emerging technologies to support business functions.
  4. Use verbal, non-verbal, and written communication skills effectively.
  5. Use critical thinking skills in problem analysis.
- III. REQUIRED BACKGROUND:** This course has no general course prerequisites. If students have developmental studies requirements, ENF 1 and MTE 1 and MTE 2 and MTE 3 must be completed prior to enrollment. ENF 2 may be taken concurrently.
- IV. COURSE CONTENT:**
- Computer concepts/Operating systems
  - Internet/E-mail
  - Word processing
  - Spreadsheets
  - Databases
  - Presentations
  - File storage
- V. General Education Objectives – The following general education objectives are addressed in this course:**
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|----------|-----------------------------------|
| <u>X</u> | Communication                     |
| <u>X</u> | Critical Thinking                 |
| —        | Cultural and Social Understanding |
| <u>X</u> | Information Literacy              |
| —        | Personal Development              |
| <u>X</u> | Quantitative Reasoning            |
| —        | Scientific Reasoning              |

## VI. LEARNER OUTCOMES

## VII. EVALUATION

<b>Computer concepts/Operating systems</b> <ul style="list-style-type: none"> <li>Understanding the microcomputer's typical components: input, processing, output, and storage</li> <li>Using operating system commands</li> <li>"Booting" the system</li> <li>Formatting and copying disks</li> <li>Naming, copying, deleting and renaming files</li> </ul>	Lab exercises Written test
<b>Internet/E-mail</b> <ul style="list-style-type: none"> <li>Basic Internet concepts</li> <li>Searching on the Internet</li> <li>Evaluating sites on the Internet</li> </ul>	Lab exercises In class assignments Written test
<b>Word processing</b> <ul style="list-style-type: none"> <li>Basic word processing concepts</li> <li>Inputting and editing text with a word processor</li> <li>Formatting text with word processing software</li> <li>Prepare reports, memos, and tables</li> </ul>	Lab exercises In class assignments Written test
<b>Spreadsheets</b> <ul style="list-style-type: none"> <li>Saving, loading, and printing spreadsheets</li> <li>Basic spreadsheet concepts</li> <li>Labels, numbers, formulas, and function</li> <li>Global and range commands</li> <li>Saving, loading, and printing spreadsheets</li> </ul>	Lab exercises In class assignments Written test
<b>Databases</b> <ul style="list-style-type: none"> <li>Basic database management concepts</li> <li>Organization of information and database management systems</li> <li>Creating a database</li> <li>Viewing, modifying, and sorting the database</li> <li>Performing queries</li> <li>Creating and printing formatted reports</li> </ul>	Lab exercises In class assignments Written test
<b>Presentations</b> <ul style="list-style-type: none"> <li>Basic presentation graphics concepts</li> <li>Creating a slide show with text and graphics</li> <li>Saving, editing, and viewing a slide show</li> </ul>	In class presentation/project Written test