

**NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY
BUS 226 - COMPUTER BUSINESS APPLICATIONS (3 CR.)**

Course Description

Provides practical application of business software packages as used by managers for making business decisions. Offers a working knowledge of spreadsheets, word processing, database management, outlining and graphics. Includes the use of programs in accounting techniques, word processing, and management science applications. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

General Course Purpose

This course is designed to provide the student with an introduction to the microcomputer and working knowledge of representative commercial software packages.

Course Prerequisites/Co-requisites

Prerequisite is keyboarding competence.

Course Objectives

Upon successful completion of the course, the student should be able to:

- A. describe the typical components of a microcomputer
- B. identify and discuss the four main functions of computer hardware
 - 1. input
 - 2. processing
 - 3. output
 - 4. storage
- C. identify important categories of microcomputer software (word processing, spreadsheet, database management, presentation graphics) and explain what they do and how they work in general terms
- D. use the operating system to perform disk management operations such as formatting and copying
- E. use the operating system to perform file management operations such as copying, moving, renaming, deleting, and sub-directory organization
- F. identify and discuss the basic activities involved in word processing
- G. use a word processing program to:
 - 1. create a document
 - 2. input text
 - 3. edit text
 - 4. format a document
 - 5. save and retrieve a document
 - 6. print a document
- H. identify and discuss the basic activities involved in working with a spreadsheet
- I. use a spreadsheet program to:
 - 1. create a worksheet
 - 2. input text, numbers, and formulas
 - 3. edit text, numbers, and formulas
 - 4. manipulate text, numbers, and formulas
 - 5. format a worksheet
 - 6. execute spreadsheet commands
 - 7. save and retrieve a worksheet

- 8. print a worksheet
- J. identify and discuss the basic activities involved in working with a database
- K. use a database management program to:
 - 1. create the structure and contents of a database
 - 2. modify and sequence the database
 - 3. perform queries
 - 4. create and run reports
- L. identify and discuss the basic activities involved in working with presentation software
- M. use a presentation program to:
 - 1. create a slide show
 - 2. input text and graphics to a slide show
 - 3. edit text in a slide show
 - 4. save, retrieve, print, and view a slide show
- N. identify and discuss the basic activities involved in using the Internet
- O. use the Internet to:
 - 1. access resources
 - 2. search using key words
 - 3. evaluate resources
- P. send and receive mail

Major Topics to be Included

- A. Understanding the microcomputer's typical components
 - 1. input
 - 2. processing
 - 3. output
 - 4. storage
- B. Using operating system commands
- C. "Booting" the system
- D. Formatting and copying disks
- E. Naming, copying, deleting, and renaming files
- F. Basic word processing concepts
- G. Inputting and editing text with a word processor
- H. Formatting text with word processing software
- I. Saving, loading, and printing documents
- J. Basic spreadsheet concepts
- K. Labels, numbers, and formulas
- L. Global and range commands
- M. Saving, loading, and printing spreadsheets
- N. Basic database management concepts
- O. Organization of information and database management systems
- P. Creating a data
- Q. Viewing, modifying, and sorting the database
- R. Performing queries
- S. Creating and printing formatted reports
- T. Basic presentation graphics concepts
- U. Creating a slide show with text and graphics
- V. Saving, editing, and viewing a slide show
- W. Basic Internet concepts
- X. Searching on the Internet
- Y. Evaluating sites on the Internet
- Z. Sending and receiving electronic mail