

## MASTER SYLLABUS

**COURSE NO., HOURS, AND TITLE:** IMS 229-3 Computing for Business Administration

**COURSE DESCRIPTION:**

The successful student will acquire an understanding of information systems concepts and of the use of computers to process business data through solving a variety of business related problems. Emphasis is on the computer as a management tool. Lecture one hour and lab two hours.

**PREREQUISITE TO:** None

**COURSE OBJECTIVES:**

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

1. Explain concepts and techniques related to the use of the computer as a communication and data management tool.
2. Understand the functions and features of the operating system and how it works with various application programs.
3. Demonstrate a working-knowledge of basic computer software concepts, terminology, and operations through the production of various types of business documents.
4. Create, edit, and format documents using a variety of different software applications including word processing, spreadsheets, and databases.
5. Create, edit, and format presentations using presentation software.

**TOPICAL OUTLINE:**

Topics	Percentages
I. Introduction—Concepts, terminology, and microcomputer operations	15%
A. Overview	
B. Disk and file management	
C. Computer system components	
D. Types of applications	
E. Operating systems	
F. Internet	

II.	Word Processing—Concepts, terminology, and operations	20%
	A. Creating functions	
	B. Editing functions	
	C. Formatting functions	
	D. Handling documents	
III.	Spreadsheets—Concepts, terminology, and operations	25%
	A. Components of a spreadsheet	
	B. Creating functions	
	C. Editing functions	
	D. Formatting functions	
	E. Charting functions	
IV.	Database—Concepts, terminology, and operations	25%
	A. Components of a database	
	B. Creating functions	
	C. Editing functions	
	D. Formatting functions	
	E. Manipulating functions	
	F. Querying functions	
	G. Reporting functions	
V.	Presentation graphics—Concepts, terminology, and operations	10%
	A. Creating functions	
	B. Editing functions	
	C. Formatting functions	
VI.	Object Linking and Embedding—Concepts, terminology, and operations	5%

**TEXTBOOKS:**

**Required:**

Shelly, G. B., Cashman, T. J., & Vermaat, M. E. (2003). Office XP Introducing Concepts and Techniques— Windows XP Edition. Boston, MA: Course Technology.