

## **MASTER SYLLABUS**

**Course Number & title:** BUS 221 – Information Technology  
**Department(s):** Accounting/MIS  
**Credit hours:** 3  
**Prerequisites:** None  
**Fees and charges:** None

**Effective catalog date for this master syllabus:** 2007-2008

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### **1. Catalog description:**

This course is an introduction to the use of computers in a business environment. It traces the evolution of data processing systems through the advanced systems currently in use, including hardware, software, programming, and operating systems. Other current topics including data communications, databases, and computer security also will be discussed.

### **2. Course content:**

The course will cover the following topics:

- a. Hardware and Software
- b. Data and Information
- c. Internet and Data Communications
- d. File Management
- e. Word Processing with MS Word
- f. Spreadsheets with MS Excel
- g. Databases with MS Access
- h. Presentations with MS PowerPoint

### **3. Student learning objectives:**

Upon completion of the course, students will:

- a. Be familiar with the hardware and software components of a computer system, as well as, their function.
- b. Be familiar with data communications concepts and terminology.
- c. Be able to create and management computer files.
- d. Be proficient in the use of word processing, spreadsheet, database, and presentation applications.
- e. Be able to use the Internet for research.

### **4. Student assessment criteria:**

Students will be assessed through a combination of lab assignments, exams, and a presentation.

### **5. Instructional approach:**

The material in this class will be presented primarily through lectures, in-class demonstrations, and student participation.

**Textbook:** Shaffer, A. et al. New Perspectives on Microsoft Office 2007 Windows XP Edition, Boston, MA: Course Technology, 2008

