

BUSI 91L: INTRODUCTION TO BUSINESS INFORMATION PROCESSING

Foothill College Course Outline of Record

Heading	Value
Units:	4
Hours:	4 lecture per week (48 total per quarter)
Advisory:	Not open to students with credit in BUSI 10.
Degree & Credit Status:	Degree-Applicable Credit Course
Foothill GE:	Non-GE
Transferable:	CSU
Grade Type:	Letter Grade (Request for Pass/No Pass)
Repeatability:	Not Repeatable

Student Learning Outcomes

- Students will understand the use software on the Personal Computer.
- Students will demonstrate an understanding and appropriate use of Microsoft Office by Creating reports, charts, graphs, slides, files, using productivity tools such as Word, Excel, Access, PowerPoint.

Description

Knowledge and understanding of business uses of computer and information processing. Introduction to computer hardware and software and popular operating systems. Hands-on experience in the use of word processing software, spreadsheet software, presentation graphics software, database software and communications software.

Course Objectives

The student will be able to:

- Understand the components of a computer.
- Examine common system software.
- Examine application software.
- Compare and contrast the differences between system software and application software.
- Examine categories of computers.
- Recognize computer users and their needs.
- Recognize the power of networks and internet.
- Use productivity tools to gather, interpret, evaluate, summarize, and report information.

Course Content

- Introduction to input devices, output devices, system unit, and storage devices
- Use of operating system, utility programs, and user interface as part of the system software
- Study of personal computers, minicomputers, mainframe, and supercomputers
- Understanding the needs of home user, small business user, mobile user, large business user, and power users

- Study World Wide Web, internet service providers, navigating webpages using links, browser toolbar, and searching for information on the web
- Creating reports, charts, graphs, slides, files, and conducting internet research by using productivity tools, such as Word, Excel, Access, PowerPoint, and electronic mail software
- Extensive use of MS Office productivity software for both PC and Mac
 - Word
 - Create and format documents using
 - Keyboard shortcuts
 - Sections
 - Multiple columns
 - SmartArt to enhance documents
 - Templates
 - Mail merge
 - Excel
 - Create and format spreadsheets
 - Create and format charts
 - Use functions
 - Analyze data with pie charts, line charts, and what-if analysis
 - PowerPoint presentations
 - Create and format presentations
 - Enhance presentations with animation, video, tables and charts
 - Understanding of database concepts

Lab Content

Not applicable.

Special Facilities and/or Equipment

- Access to a PC lab, MS Office, internet and email.
- When taught as an online distance learning section, students and faculty need ongoing and continuous and reliable internet and email access.

Method(s) of Evaluation

- Computer assignments
- Written assignments
- Project presentation
- Midterms and final exams

Method(s) of Instruction

Lecture, discussion, cooperative learning exercises, electronic discussions/chat, laboratory, demonstration, computer exercises.

Representative Text(s) and Other Materials

Gaskin, Shelley, Carolyn McLellan, Robert Ferrett, and Alicia Vargas. [Go! with Microsoft Office for Mac 2011](#). 2013. ISBN 978-0-13-310987-0

Freund, Hoisington, Last, Pratt, Sebok, and Vermaat. [Microsoft Office 365 Office 2016](#). Cengage Learning, 2017.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

Competency in the use of personal computers and Microsoft Office and its components by testing and reading assignments.

Discipline(s)

Business