

MASTER SYLLABUS

School Of Business Administration, Sonoma State University

BUS 219, End-User Computing Tools for Business 3 Units

- I. **Catalog Description:** A laboratory-intensive course in which students gain a working knowledge of personal and mainframe computer operating systems as well as popular business applications such as spreadsheets and databases.

- II. **Prerequisites:**
Courses: None.

Justification: This is the entry level course in computing and requires no prerequisites other than a basic knowledge of algebra.

- III. **Course Learning Outcomes:** At the end of this course, students should be able to:
 - A. Demonstrate a basic vocabulary of personal computer terminology.
 - B. Describe in detail the various components of computers.
 - C. Effectively use the Windows operating systems.
 - D. Productively use applications software including Word, Excel, an internet browser for web research, and an e-mail program.
 - E. Demonstrate an understanding of networks and the nature of the world wide web.

- IV. **Course Materials:** The materials required for this course may include a textbook, lab manuals, diskettes for lab use and perhaps lecture notes. No special or unique materials are required for this course. However, each student must have access to a personal computer or plan to use the labs in S2044 or S2055.

- V. **Teaching Methods:** Primary teaching methods for this course include class lecture and discussion, team and/or individual application exercises and hands-on work in the computer lab. Class lecture presentations will deal with conceptual ideas and theories. Individual and/or Team projects involve solving organizational problems through application software generated solutions. Hands-on lab instruction provides the experience necessary to use the software packages productively.

- VI. **Evaluation Tools:** Evaluation of student performance will be conducted in both the lectures and the lab. Team projects and lab projects will be graded on content and written/hard copy output form.

VII. Course Content:

A. Course Topics:

1. Introduction to Personal Computers
 - a) Hardware: Basic terms and concepts
 - b) Software: Basic terms and concepts
2. Introduction to Computer Applications
 - a) Word Processing
 - b) E-mail
 - c) Spreadsheets
3. Communications
 - a) Basic terms and concepts
 - b) E-mail
 - c) Using modems
4. Networks
 - a) Basic terms and concepts
 - b) Internet and the World Wide Web

B. Interdisciplinary Content:

	Minimum Number of 50 Minute Periods Devoted to Topic	Required Graded Work Other Than Exams?
International/Global	.5	
Ethical Issues	2	
Political Issues		
Social Issues	2	
Legal/Regulatory Issues		
Environmental Issues	1	
Technology Issues	25	Yes
Demographic Diversity		

C. Interdisciplinary Skills:

	Required Graded Work Other Than Exams?
Oral Communication	No
Written Communication	Yes
Critical Thinking	Yes
Working in Teams	No