

Common Course Outline

OFAD 160

Computers in the Business World

3 Semester Hours

The Community College of Baltimore County

Description

Computers in the Business World

Explains how office technologies can be combined to improve office work flow; introduces operating systems and how to apply word processing, data base management, presentation, and spreadsheet software to office situations; incorporates use of the Internet and World Wide Web.

Prerequisites: RDNG 052, ENGL 052, MATH 083. Students who do not meet these prerequisites must register for the learning community OFAD 160/RDNG 052 LC.

Overall Course Objectives

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

1. Gather, process, sort, format, and share information using the computer as both a tool and resource. (IV; 3,4,5,6)
2. Describe the components and capacity of a computer system. (I;1,3)
3. Describe the contributions of various major technology corporations in the evolution of the personal computer. (I; 2)
4. Identify the historical perspective of the development of computer hardware and software. (I; 2, 6)
5. Distinguish between system software and application software. (IV; 4)
6. Define a local area network and distinguish between a server and a workstation. (I; 3)
7. Collaborate to produce documents such as spreadsheets, databases, and presentations using a professional software suite. (II, IV, VI, 4, 6, 8)
8. Evaluate information found on the Internet and WWW for inclusion in documents and presentations (II, III, V, VI; 7, 8, 9)
9. Investigate global and multicultural issues as they pertain to the workplace. (V, 9)
10. Produce a group presentation using a combination of software applications. (II; 9, 8, 7)
11. Identify legal and ethical issues that impact all IT users. (III; 6, 9)

Major Topics

- I. Essential Computing Concepts
 - A. The History of Computing
 - B. Computers in Society Today and Tomorrow

- II. Computer Hardware and Software
 - A. Computer Hardware
 - B. Operating System Software
 - C. Application Software
 - D. Going On-Line: On-line services, E-Mail, the Internet and WWW
 - E. Buying a PC
- III. Using the Personal Computer as a Productivity Tool
 - A. Operating System Software
 - B. Application Software
 - 1. Word Processing
 - 2. Spreadsheet
 - 3. Database Management
 - 4. Presentation
- IV: Integrated Projects
 - A. Using the Web as a Resource to Enhance Documents
 - B. Group Project and Presentation

Course Requirements (VII)

Grading: Grading procedures will be determined by the individual faculty member but will include the following:

1. At least four tests, exams, or quizzes: Individual faculty member will notify students of testing procedure.
2. Project: At least one group project: Students will work as a team to complete a technology usage and needs feasibility study for a minority business.
3. Oral Presentation: Group presentation on the evaluation of either a small business's hardware/software requirements **OR** a review of a new software or hardware application.
4. Final Comprehensive Exam: The course will include a comprehensive final exam.

Individual faculty members may include additional course objectives, major topics, and other course requirements to the minimum expectations stated in the Common Course Outline.

The Community College of Baltimore County is committed to providing a high-quality learning experience that results in growth in knowledge, attitudes, and skills necessary to function successfully as a transfer student, in a career and as a citizen. To accomplish this goal, we maintain high academic standards and expect students to accept responsibility for their individual growth by attending classes, completing all homework and other assignments, participating in class activities and preparing for tests.