



Business Systems Technology: Full Course Summary

Course Summary

This course is designed to increase the student's knowledge of computers and computer systems, as well as introduce him to the most commonly used computer applications in today's business world. Upon completion of the course, the student will be well informed about existing technologies such as Excel, PowerPoint, search engines, and databases.

NOTE: To participate in this course the student must have Microsoft Office (up to the 2003 version) including Word, Excel, PowerPoint, and Access installed on his or her machine. It should be installed before the course begins.

Unit 1: Desktop Workplace

In the last hundred years, society has made a remarkable transition away from what historians call the Industrial Revolution toward the "Information Revolution" that has characterized the late 20th and early 21st centuries. No longer are companies limited to mass production of equipment and resources in manufacturing companies. All types of products and services are marketed and distributed over the Internet in record time. The invention of computers sparked a major information revolution that is designed to help meet the needs and challenges of businesses.

The first lesson in this unit provides a brief review of the historical development of computers by scientists whose contributions created major milestones in the development of technology. The second lesson will take a closer look at the hardware components of a computer system, discuss how the parts interact during the information processing stage, and explore the design of the desktop environment. The third lesson analyzes personal computers in today's market and reviews issues that a buyer should consider before purchasing a computer.

In the second unit, you are going to explore computer software, the vital set of instructions that is responsible for operating and controlling the computer's hardware.

There are various types of computer software programs (i.e., operating, application, and utilities software) available on the market. This unit will examine each type of software and identify examples where the applications should be applied. Lesson 1 reviews the most common types, which are operating and application software. Lesson 2 looks at utility software and its growing importance as more and more people become computer and Internet users. Finally, Lesson 3 examines information systems and resources and the software that allows these programs to operate.

Although the computer that has evolved today is powerfully equipped with the latest technology--which includes the use of very large scale integrated chips, expanded memory, artificial intelligence, and greater storage capacity--the device is still just a machine that is empty and powerless unless it is programmed to resolve problems. According to Sharp (2002), "The computer does not have a brain, feelings, or the ability to solve their own problems; they can solve only those problems they have been programmed to solve." Software programs provide the instruction to operate a computer and solve specific problems. Therefore, it is just as important to learn about software as it is to learn about hardware.

All lessons will provide general reading on a topic of interest, as well as website links that will allow you to interactively find information about specific people, places, or events. As you complete each lesson, it is very important that you keep notes of the key events that you read about. At the end of the lesson, you will

complete a variety of activities and/or quizzes to assess your knowledge and understanding of computers and the technology systems that we use today.

Lessons

1. History of Computers
2. Hardware Components
3. Purchasing a Personal Computer
4. Common Software
5. Utility Software
6. Information Systems and Resources

Unit 2 Lessons: Using Microsoft Word

1. Word Basics
2. Basic Editing and Formatting
3. Saving and Printing
4. Templates

Unit 3 Lessons: Spreadsheets

1. Introduction to Excel
2. Entering Different Types of Data
3. Formatting Cells
4. Sorting
5. Working with Formulas

Unit 4 Lessons: Networks and Search Engines

1. Computer Networks
2. Internet Basics
3. Google
4. Altavista
5. Yahoo
6. Ask Jeeves
7. Vivisimo
8. Dogpile
9. Search Engine Portfolio

Unit 5 Lessons: Databases Business Systems Technology

1. Database Design
2. Creating a Database
3. Creating Filters and Queries
4. Creating Forms and Reports
5. Integrating Excel with Access

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