

Proposal to Change a Class Name and Number

Department of Accounting & MIS

Current Course Title

Administrative Information Systems

Current Course No.

AD323

Proposed Course Title

Business Computing Fundamentals

Proposed Course No.

AD210

I. Catalog Description and Credit Hours for Course.

A study of key information technology concepts and the vital technical knowledge that can improve individuals' professional and personal lives. (3 credit hours)

II. Prerequisites

Freshman/Sophomore standing

III. Purpose or Objectives of the Course

Upon completion of this course, students should be able to:

1. Explain what computers are and how they have affected our society
2. Explain the processing procedure. Differentiate between input and output devices
3. Explain the differences between memory and storage. List storage and memory devices/components
4. Define system software and explain the purpose(s) of system software
5. Define application software and explain the purpose(s) of application software
6. Describe telecommunications and networks and explain their functions in society
7. Describe the Internet and the World Wide Web and explain their functions in society
8. Describe the many uses of databases to manage information
9. Describe information systems and list uses of them
10. Define electronic commerce and explain e-commerce's functions in society
11. Discuss security issues and strategies
12. Discuss computer users ethics

IV. Expectations of Students

- A. Use the content from lectures, handouts, the text, and other appropriate sources to demonstrate mastery of the content via exams, projects and assignments.
- B. Use technology such as microcomputers to complete projects and assignments.
- C. Exhibit ethical and professional behavior in using technology.
- D. Exhibit ethical and professional behavior in completing class assignments and interacting with other students and the instructor
- E. Participate in class discussions and be an active member in all components of the class.

V. Course Content or Outlined

	Unit	Hours
1.	What are computers and why computers are important to you Students will learn about concepts and information about computers and why they are important in our professional and personal lives	5
2.	Input, Output, Storage and Processing Students will learn the concepts of inputting information into a computer, the various types of output and output devices and storage and storage devices, and how computers process data.	5
3.	System Software Students will study the concepts of computer software (system software, operating systems, utilities and language translators).	5
4.	Application Software Students will study the concepts of application software (productivity software, software for home and personal use, educational and reference software, communications software).	5
5.	Telecommunications and Networks Students will study the concepts of using telecommunications systems to connect to the Internet and network and communications hardware and software.	5
6.	Internet and the World Wide Web Students will study the concepts of the Internet (hardware, software, services, navigating, searching, and applications).	5
7.	Using Databases to Manage Information Students will study the concepts of managing information	5

through database management system software.

8. Electronic Commerce 5

Students will study the concepts of electronic commerce (online shopping, online services, peer-to-peer online transactions, business-to-business electronic commerce, and the supply chain).

9. Computer Ethics 5

Students will study the concepts and issues of ethical computer use (privacy protection issues, property protection issues, and personal and social issues).

VI. Textbook and/or Other Required Materials

Fuller, F. & Larson, B. (2005). Computers: Understanding technology. 2nd Ed. EMCParadigm Publishing. St. Paul, MN.

VII. Basis for Student Evaluation

The evaluation of students will be based on:

- (a) performance on examinations
- (b) the quality of homework
- (c) the quality of case analysis
- (d) the quality of various types of research projects (Internet searches, interviews, etc.)