

**J. Sargeant Reynolds Community College**  
**Course Content Summary**

**Course Prefix and Number:** BUS 226

**Credits:** 3

**Course Title:** Computer Business Applications

**Course Description (including lecture hours, lab hours, total contacts)**

Provides a practical application of software packages, including spreadsheets, word processing, database management, and presentation graphics. Includes the use of programs in accounting techniques, word processing, and management science application. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

**General Course Purpose**

The purpose of the course is to provide students with basic computer skills for use in the business environment.

**Course Prerequisites/Corequisites** (*Entry-level competencies **required** for enrollment*)

Pre- or corequisite: Keyboarding competence

**Course Objectives** (Each item should complete the following sentence.)

Upon completing the course, the student will be able to:

- a. Understand computer concepts.
- b. Understand and use windows software.
- c. Understand and use an integrated software package involving word processing, spreadsheet, database and presentation applications.
- d. Understand and use the Internet and World Wide Web.
- e. Understand and use electronic mail.

**Major Topics to be Included**

- a. Computer Concepts/Operating Systems
- b. Internet/E-mail
- c. Word processing
- d. Spreadsheets
- e. Databases
- f. Presentations

**Effective Date of Course Content Summary (Month, Date Year):** Spring 2009