

COMP120: COMPUTER SKILLS FOR BUSINESS

COURSE NUMBER : COMP 120	CREDITS : 3
PREREQUISITE : COMP 110	ECTS CREDITS : 6
OFFERED : FALL & SPRING	SEMESTER HOURS : 45

COURSE DESCRIPTION:

Students will master the ability to learn and implement standard business software. They will become experienced users of EXCEL, POWERPOINT, WORD and ACCESS. The purpose of this course is to help prepare future managers to provide leadership in managing the use of information system technology. The classes will take place in a computer laboratory where each student will have an access to a PC.

COURSE OBJECTIVES:

It is hoped that the students will:

- Be able to easily determine how to adapt Microsoft Excel tools to their needs and learn new functionalities or versions on their own
- Be able to use appropriate strategies to solve problems
- Be able to work both in teams and independently

EXPECTED LEARNING OUTCOMES:

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

- create and manipulate Excel spreadsheets and graphs to represent data in an easily understandable form
- transform raw data into desired results with the aid of Excel built-in functions, formulas, and functionalities
- design a fairly complicated Excel tool for a given task
- combine Excel and Word intelligently
- use Excel to solve a real-life problem