BUS1100 - Business Computers

Credits:	3 (2/1/0)
Description:	Students will utilize business computer software applications including word processing, spreadsheets, databases and presentation software to solve business problems, emphasizing professional design and organization. Additional topics include basic computer hardware, computer security and ethics, privacy concerns and professional communication standards.
Prerequisites:	
Corequisites:	
Pre/Corequisites*:	
Competencies:	1. Understand basic hardware (input, output and storage) components and software (operating and application) used in the Windows and internet environment. 2. Apply efficient use of computer system and operating and application software. 3. Apply the ability to organize files by creating folders and managing (copying, moving, renaming and deleting) files. 4. Understand computer security and safety, ethics and privacy concerns related to technology. 5. Understand how to access the internet for relevant information. 6. Apply proper procedures to create documents, worksheets, databases and presentations suitable for coursework and for personal and professional purposes. 7. Apply word processing, spreadsheet, database and presentation software to solve business problems. 8. Apply email software for professional, effective communication. 9. Apply the ability to create, design and maintain databases by creating tables, queries, reports and forms while following professional design standards. 10. Apply the ability to create, format, analyze, save and print spreadsheets while following professional design standards. 11. Apply the ability to create, format, save and print word processing documents while following professional design standards. 12. Apply the ability to create, format, save and print presentations while following professional design standards.
MnTC goal areas:	None

**Can be taking as a Prerequisite or Corequisite.*

© 2026 Minnesota State Community and Technical College.
We reserve the right to periodically update information without notice.
The information in this publication should not be regarded as contractual in nature.