

# BUS 150

Business Computing Concepts  
and Applications

## Contact Us

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Colorado State University | College of Business | CIS Department | BUS 150 - Business Computing Concepts & Applications

## Class Description

BUS 150 is a course designed to optimize core computer skills for academic and business applications. Advancing beyond simple competency, the curriculum familiarizes students with some of the most powerful and popular computer tools used daily at universities and corporations around the world—specifically, the latest edition of Microsoft Office 2016, including MS Word 2016, MS Excel 2016, and MS PowerPoint 2016. Students also learn to maximize the Windows 10 operating system, as well as effectively utilize an array of Internet resources for better communication and research. The course is strictly online. Students use **Canvas** for communication with the instructor and for learning content.

### System Requirements:

- (1) Operating Systems - Microsoft Windows 10,
- (2) Chrome Browser
- (3) Bandwidth - Broadband connection (cable or DSL) or higher recommended.
- (4) Screen Resolution - Optimized for use at 1024x768 or higher.

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