This course provides an introduction to the role of computers and other information technologies in business. It provides instruction in both functional and conceptual computer literacy. The conceptual component devotes special attention to current technological innovation in social and business environments. Topics include technology and organizational change, telecommunications, privacy in the information age, and business security on the Internet. Students also learn about software tools, how to use them and how to discover new and efficient ways to solve problems.

Both conceptual and functional computer literacy is the focus of the twice-weekly discussion section, which meets in a computer lab. This part of the course presents an introduction to two of the most widely used database and spreadsheet packages: Microsoft Access and Microsoft Excel. Students learn, via hands-on examples, many of the powerful tools contained in these two packages with emphasis on how to analyze a variety of business problems with Access and Excel.

Students learn how the software can be applied to real business problems to help make important decisions. K204 is the honors version of K201, and it shares the same basic course content as K201. However, its in-class applications and its projects and exams are more challenging than those in K201. K204 is also a designated service learning course, and part of the course requirement is completion of a large capstone service learning project involving local organizations and agencies who need help managing their information needs.