

5055 Santa Teresa Blvd Gilroy, CA 95023

Course Outline

COURSE: CSIS 2 DIVISION: 50 TERM EFFECTIVE: Spring 2018 ALSO LISTED AS: CSIS 2L CURRICULUM APPROVAL DATE: 09/25/2017

SHORT TITLE: COMPUTERS IN BUSINESS

LONG TITLE: Computers in Business

Units	Number of Weeks		Contact Hours/Week		Total Contact Hours
4	18	Lecture:	3	Lecture:	54
		Lab:	3	Lab:	54
		Other:	0	Other:	0
		Total:	6	Total:	108

COURSE DESCRIPTION:

Introduction to business information management systems. Topics include database management systems, computer hardware and software, networking, ethics, data security, ecommerce; includes hands-on experience applying these concepts to solve practical business problems using word processing software, spreadsheets, database management systems, presentation graphics and Internet applications. Students cannot receive credit for both CSIS 2 and CSIS 2L. Please see a counselor about degree, certificate, and transfer requirements. This course has the option of a letter grade or pass/no pass. (C-ID: BUS 140) ADVISORY: Eligible for Mathematics 233, English 260 and English 250, and CSIS 122

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

- L Standard Letter Grade
- P Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

- 02 Lecture and/or discussion
- 03 Lecture/Laboratory
- 04 Laboratory/Studio/Activity
- 05 Hybrid
- 72 Dist. Ed Internet Delayed

73 - Dist. Ed Internet Delayed LAB

STUDENT LEARNING OUTCOMES:

1. Student will describe the impact of emerging technology on society and organizations.

Measure of assessment: homework, quizzes

Year assessed, or planned year of assessment: 2013

2. Student will identify existing information systems used in business, and describe their uses, acquisition, and development.

Measure of assessment: homework, quizzes

Year assessed, or planned year of assessment: 2012

3. Student will choose appropriate information technology applications and use them to solve common business problems.

Measure of assessment: projects, homework, lab exams

Year assessed, or planned year of assessment: 2012

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 09/25/2017

LECTURE HOURS

WEEK 1

(3 hours) Introduction to Information Systems

Topics:

Why should I study Information Systems?

Overview of computer-based

Information Systems

How does IT impact organizations?

Student Performance Objectives:

Student can explain the importance of information systems to society.

Homework: Read assigned pages in text,

study for weekly quiz

WEEK 2

(3 hours) Organizational Strategy, Competitive Advantage, and Information Systems

Topics:

Business processes

Business process reengineering and business process

management

Business pressures, organizational responses and information technology support Competitive strategy and strategic information systems

Business-information technology alignment

Student

Performance Objectives:

Student can describe the roles of information systems in business.

Homework: Read assigned pages in text, study for weekly quiz

WEEK 3

(3 hours) Ethics and

Privacy

Topics:

Ethical issues Privacy Student Performance Objectives:

Student can describe ethical and privacy issues related to information technology. Homework: Read assigned pages in text, study for weekly quiz WEEK 4 (3 hours) Information Security Topics: Introduction to information security Unintentional threats of information systems Deliberate threats to information systems What organizations are doing to protect information resources Information security controls Student Performance Objectives: Student can identify common information system threats. Homework: Read assigned pages in text, study for weekly quiz WEEK 5 (3 hours) Data and Knowledge Management Topics: Managing data The database approach Database management systems Data warehouses and data marts Knowledge management Student Performance Objectives: Student can list the important features of a database. Homework: Read assigned pages in text, study for weekly quiz WEEK 6 (3 hours) Networks Topics: What is a computer network? Network fundamentals The internet and the World Wide Web **Network Applications** Student Performance Objectives: Student can briefly describe how information travels through networks. Homework: Read assigned pages in text, study for weekly quiz WEEK 7 (3 hours) E-Business and E-Commerce Topics: Overview of e-business and e-commerce Business-to-consumer (B2C) electronic commerce Business-to-business (B2B) electronic commerce

Electronic payments

Ethical and legal issues in e-business

Student Performance

Objectives:

Student can define the characteristics of B2C and B2B commerce.

Homework: Read assigned pages in text, study for weekly quiz

WEEK 8

(3 hours) Wireless, Mobile Computing, and Mobile

Commerce

Topics:

Wireless technologies

Wireless Computer networks and internet access

Mobile computing and mobile commerce

Pervasive computing

Wireless security

Student Performance

Objectives:

Student can compare and contrast the features of wireless networks .

Homework: Read assigned pages in text, study for weekly quiz

WEEK 9

(4 hours)

Web and Social

Networks

Topics:

Underlying technologies

Applications

Information Systems within the Organization

Topics:

Transaction processing systems

Functional area information systems

Enterprise resource

planning systems

Reports

Student Performance Objectives:

Student can describe various information systems and their roles within the organization.

Homework: Read assigned pages in text, study for

weekly quiz

WEEK 10

(3 hours) Customer Relationship management and Supply Chain Management

Topics:

Defining customer relationship management

Operational customer relationship management

systems

Analytical customer relationship management systems

Other types of customer relationship management systems

Supply chains

Supply chain management

Information technology support for supply

chain management

Student Performance Objectives:

Student can define customer relationship management and the systems that support it. Homework: Read assigned pages in text, study for weekly

quiz WEEK 11

(3 hours) Business Intelligence

Topics:

Managers and decision making

What is business intelligence?

Business intelligence applications for data analysis

Business intelligence

application for presenting results

Business intelligence in action: corporate performance management

Student Performance Objectives:

Student can define business intelligence and list some

applications.

Homework: Read assigned pages in text, study for weekly quiz

WEEK 12

(3 hours) Acquiring Information Systems and Applications

Topics:

Planning for and justifying IT

applications

Strategies of acquiring IT applications

The traditional systems development life cycle

Alternative methods and tools for system development

Vendor and software selection

Student

Performance Objectives:

Student can explain the process of acquiring IT applications.

Homework: Read assigned pages in text, study for weekly quiz

WEEK 13

(3 hours) Technology Guide:

Hardware

Topics:

Introduction

Strategic hardware issues

Computer hierarchy

Input and output technologies

The central processing unit

Student Performance Objectives:

Student can identify the

major parts of a personal computer and describe their functions.

Homework: Read assigned pages in text, study for weekly quiz

WEEK 14

(3 hours) Technology Guide: Software

Topics:

Introduction to

software

Software issues

Systems software

Application software

Student Performance Objectives:

Student can distinguish between systems and applications software and give examples of

each.

Homework: Read assigned pages in text, study for weekly quiz

WEEK 15

(3 hours) Technology Guide: Emerging Types of Enterprise Computing

Topics:

Introduction Server farms

Virtualization

Grid

computing

Utility computing

Cloud computing

Emerging software trends

Student Performance Objectives:

Student can describe some emerging trends in computing.

Homework: Read assigned pages in text,

study for weekly quiz

WEEK 16

(3 hours) Technology Guide: Intelligent Systems

Topics:

Introduction to intelligent systems

Expert systems

Neural networks

Fuzzy Logic

Genetic

algorithms

Intelligent agents

Student Performance Objectives:

Student can give a brief definition of these vocabulary terms.

Homework: Read assigned pages in text, study for weekly quiz

WEEK 17

(3

hours) Technology Guide: Protecting Your Information Assets

Topics:

Introduction

Behavioral actions to protect your information assets

Computer-based actions to protect you information

assets

Student Performance Objectives:

Student can list various ways that businesses protect their information assets. Homework: Read assigned pages in text, study for weekly quiz WEEK 18 (2 hours)

9/27/2017

Final LAB HOURS WEEK 1 (3 hours) LAB Internet Technology: Getting Started with Internet Explorer 8 Understanding Web Browsers Building an international community Exploring the Browser Understanding the status bar Viewing and Navigating Web Pages Setting the home page Using Tabbed Browsing Understanding URLs Closing pages when you have several open tabs Saving **Favorite Web Pages** Creating and organizing favorites **Browsing Safely** Phishing and the SmartScreen Filter Searching for Information Blocking pop-ups Getting Help and Exiting Internet Explorer Expanding the power of IE8 using Accelerators Printing a Web page Practice: Complete the lab assignment that incorporates the techniques described above. WEEK 2 (3 hours) LAB Creating Documents with Word Understanding Word Processing Software Planning a document Exploring the Word Program Window Starting a Document Saving a Document Windows Live and Microsoft Office Web Apps Selecting Text Formatting Text using the Mini Toolbar Creating a Document Using a Template Using the Undo, Redo and repeat commands Viewing and Navigating a document Using Word document views Practice: Complete the lab assignment that incorporates the techniques described above. WEEK 3 (3 hours) LAB

9/27/2017

Editing Documents

Cutting and Pasting Text

Using keyboard shortcuts

Copying

and Pasting Text

Splitting the document window to copy and move items in a long document Using the Office Clipboard Copying and moving items between documents Finding and Replacing

Text

Navigating a document using the go To command Checking Spelling and Grammar Inserting text with Autocorrect Researching Information Adding Hyperlinks Practice: Complete the lab assignment

that incorporates the techniques described above.

WEEK 4

(3 hours) LAB

Formatting Text and Paragraphs

Formatting with fonts

Copying Formats Using the Format Painter

Changing Line and Paragraph

Spacing

Formatting with Quick Styles

Aligning Paragraphs

Formatting a document using themes

Working with Tabs

Working with Indents

Clearing formatting

Adding Bullets and Numbering

Adding

borders and Shading

Inserting clip Art

Practice: Complete the lab assignment that incorporates the techniques described above.

WEEK 5

(3 hours) LAB

Formatting Documents

Setting Document

Margins

Changing orientation, margin settings, and paper size

Creating Sections and Columns

Changing page layout settings for a section

Inserting Page Breaks

Controlling automatic

pagination

Inserting Page Numbers

Moving around in a long documents

Adding Headers and Footers Inserting a Table Adding Footnotes and Endnotes **Inserting Citations** Managing sources and Creating a Bibliography Working with Web sources Practice: Complete the lab assignment that incorporates the techniques described above. WEEK 6 (3 hours) LAB Getting Started with Excel Understanding Spreadsheet Software Touring the Excel Window **Understanding Formulas** Entering Labels and Values and Using the Sum Button Navigating a worksheet **Editing Cell Entries** Recovering unsaved changes to a workbook file Entering and Editing a Simple Formula Understanding named ranges Switching Worksheet Views Choosing Print Options Printing worksheet formulas Scaling to fit Practice: Complete the lab assignment that incorporates the techniques described above. WEEK 7 (3 hours) LAB Working with Formulas and Functions Creating a Complex Formula Reviewing the order of precedence Inserting a Function Typing a Function Using the COUNT and COUNTA functions Copying and Moving Cell Entries Inserting and deleting selected cells Understanding Relative and Absolute **Cell References** Using a mixed reference Copying Formulas with Relative Cell References **Using Paste Preview** Using Auto Fill options Copying Formulas with Absolute Cell References Using the fill handle for sequential text or values

Rounding a Value with a Function Creating a new workbook using a template Practice: Complete the lab assignment that incorporates the techniques described above. WEEK 8 (3 hours) LAB Formatting a Worksheet **Formatting Values** Formatting as a table Changing Font and Font Size Inserting and adjusting clip art and other images **Changing Font Styles** and Alignment Rotating and indenting cell entries Adjusting Column Width Changing row height Inserting and Deleting Rows and Columns Hiding and unhiding columns and rows Adding and editing comments Applying Colors, Patterns, and Borders Working with themes and cell styles Applying Conditional Formatting Managing conditional formatting rules Renaming and Moving a Worksheet Copying worksheets Checking spelling E-mailing a workbook Practice: Complete the lab assignment that incorporates the techniques described above. WEEK 9 (3 hours) LAB Working with Charts Planning a Chart Creating a Chart Creating sparklines Moving and Resizing a Chart Moving an embedded chart to a sheet Changing the Chart Design Creating a combination chart Working with a 3-D chart Changing the Chart Layout Adding data labels to a chart Formatting a Chart Changing alignment and angle in axis labels and titles Annotating and Drawing on a Chart

Adding

SmartArt graphics

Creating a Pie Chart

Previewing a chart

Practice: Complete the lab assignment that incorporates the techniques described above.

WEEK 10

(3 hours) LAB

Getting Started with

Access

Understanding Relational Databases

Exploring a Database

Creating a Database

Creating a Table

Creating a table in Datasheet View

Creating Primary Keys

Learning about field

properties

Relating Two Tables Enforcing referential integrity Entering Data Changing from Navigation mode to Edit mode

Editing Data

Resizing and moving datasheet columns

Practice: Complete the

lab assignment that incorporates the techniques described above.

WEEK 11

(3 hours) LAB

Using Access

Building and Using Queries

Using the Query Wizard

Working with Data in a Query

Using

Query Design View

Adding or deleting a table in a query

Sorting and Finding Data

Filtering Data

Using wildcard characters Applying AND Criteria

Searching for blank fields

Applying OR

Criteria

Formatting a Datasheet

Practice: Complete the lab assignment that incorporates the techniques described above. WEEK 12

(4 hours) LAB

Using Access

Using Forms

Using the Form

Wizard Creating a Split Form Using Form Layout View Adding Fields to a Form Bound versus unbound controls Modifying Form Controls **Creating Calculations** Modifying Tab Order Inserting an Image Practice: Complete the lab assignment that incorporates the techniques described above. **WEEK 13** (3 hours) LAB Using Reports in Access Using the Report Wizard Using Report Layout View **Reviewing Report Sections** Applying Group and Sort Orders Adding Subtotals and Counts **Resizing and Aligning Controls** Precisely moving and resizing controls Formatting a Report **Creating Mailing Labels** Practice: Complete the lab assignment that incorporates the techniques described above. **WEEK 14** (3 hours) LAB Integrating Word, Excel, and Access Integrating Data Among Word, Excel, and Access Importing an Excel Worksheet into Access Copying a Word Table to Access Linking an Access Table to Excel and Word Linking an Access Table to Word Opening linked files and enabling content Practice: Complete the lab assignment that incorporates the techniques described above. **WEEK 15** (3 hours) LAB Creating a Presentation in PowerPoint Defining **Presentation Software** Planning an Effective Presentation Understanding copyright Examining the PowerPoint Window Viewing your presentation in grayscale or black and white Entering Slide

Text

Saving fonts with your presentation Adding a New Slide Applying a Design Theme Customizing themes **Comparing Presentation Views** Printing a PowerPoint Presentation Windows Live and Microsoft Office Web Apps Practice: Complete the lab assignment that incorporates the techniques described above. **WEEK 16** (3 hours) LAB Modifying a Presentation Entering Text in the **Outline Tab** Setting permissions Formatting Text Replacing text and fonts Converting Text to SmartArt **Choosing SmartArt graphics** Inserting and Modifying Shapes Changing the size and position of shapes **Editing and Duplicating Shapes** Understanding PowerPoint objects Aligning and Grouping Objects **Distributing objects** Adding Slide Headers and Footers Entering and printing notes Using Proofing and Language Tools Checking spelling as you type Practice: Complete the lab assignment that incorporates the techniques described above. **WEEK 17** (3 hours) LAB Internet Technology: E-Mail Communicating with E-Mail Compiling an E-Mail Address Book Creating and Sending a Message Understanding message headers Managing E-Mail Folders Sorting your mail Receiving and Replying to a Message Setting up vacation responses Forwarding a Message Flagging or labeling messages Sending a Message with an Attachment

Reviewing options

when sending messages

Employing Good EMail Practices

Controlling your message

Creating distribution lists

Practice: Complete the lab assignment that incorporates the techniques described above.

METHODS OF INSTRUCTION:

Lecture, demonstration, discussion.

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours: 108

Assignment Description:

Each week students will read the assigned chapters from the two texts, and they will complete quizzes on the more theoretical aspects of this material.

They will also complete lab assignments in which they must use the features of the MS Office suite that are introduced in the weekly reading material.

METHODS OF EVALUATION:

Writing assignments Percent of total grade: 15.00 % Writing assignments: 15% - 20% Essay exams Problem-solving assignments Percent of total grade: 25.00 % Problem-solving demonstrations: 25% - 60% Quizzes Exams Skill demonstrations Percent of total grade: 10.00 % Skill demonstrations: 10% - 20% Class Performance exams Objective examinations Percent of total grade: 40.00 % Objective examinations: 40% - 60% Multiple choice True/false Matching items Completion Other methods of evaluation Percent of total grade: 0.00 % Other methods of evaluation: 0% - 0%

REPRESENTATIVE TEXTBOOKS:

Required Representative Textbooks Beskeen and Cram. Illustrated Microsoft Office 365 & Office 2016: Introductory 1st Edition. Course Technology,2016. ISBN: 978-1305876026 Reading Level of Text, Grade: 12+ Verified by: Venable Parsons. New Perspectives Computer Concepts 2016 Comprehensive, Course Technology,2016. ISBN: 978-1305271616 Reading Level of Text, Grade: Reading level of text, Grade: 12+ Verified by: Verified by: Venable

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree: GAV E2, effective 200630

9/27/2017

CSU GE: IGETC: CSU TRANSFER: Transferable CSU, effective 200630 UC TRANSFER: Not Transferable

SUPPLEMENTAL DATA: Basic Skills: N Classification: Y Noncredit Category: Y Cooperative Education: Program Status: 1 Program Applicable Special Class Status: N CAN: BUS6 CAN Sequence: XXXXXXXX CSU Crosswalk Course Department: CSIS CSU Crosswalk Course Number: 2 Prior to College Level: Y Non Credit Enhanced Funding: N Funding Agency Code: Y In-Service: N Occupational Course: D Maximum Hours: Minimum Hours: Course Control Number: CCC000298423 Sports/Physical Education Course: N Taxonomy of Program: 051400