Course Outline

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

SHORT TITLE: COMPUTERS IN BUSINESS
LONG TITLE: Computers in Business

<table>
<thead>
<tr>
<th>Units</th>
<th>Number of Weeks</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
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<td>4</td>
<td>18</td>
<td>Lecture: 3</td>
<td>Lecture: 54</td>
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<td></td>
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<td>Lab: 3</td>
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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
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
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
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

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)
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
    - 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
  - 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

9/27/2017
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

9/27/2017
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
    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
ISBN: 978-1305876026
Reading Level of Text, Grade: 12+ Verified by: Venable
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
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

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