

Course Outline

COURSE: CSIS 2 **DIVISION:** 50 **ALSO LISTED AS:** CSIS 2L

TERM EFFECTIVE: Spring 2021 **CURRICULUM APPROVAL DATE:** 10/13/2020

SHORT TITLE: COMPUTERS IN BUSINESS

LONG TITLE: Computers in Business

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
4	18	Lecture:	3	54
		Lab:	3	54
		Other:	0	0
		Total:	6	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
- 047 - Laboratory - LEH 0.7
- 05 - Hybrid
- 72 - Dist. Ed Internet Delayed
- 73 - Dist. Ed Internet Delayed LAB
- 737 - Dist. Ed Internet LAB-LEH 0.7

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: 10/13/2020

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

management

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)

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

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 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 ComprehensiveComprehensive . 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

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