

Montgomery County Community College
CIS 110
Computer Information Systems for Management
3-2-2

COURSE DESCRIPTION:

This course introduces non-computer science majors to the fundamentals of computer hardware and software and their integration into management information systems. Specific software topics will include word processing, spreadsheet, presentation, database management and operating systems. Using these skills, students will solve problems that they will most likely encounter in a digital world. Additional topics will include computer hardware analysis, electronic communications, the Internet, computer networking, social implications of computing and other current computer topics.

REQUISITES:

Previous Course Requirements

None

Concurrent Course Requirements

None

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Identify and analyze the resources of a computer system including hardware, software, data and personnel, as used by individuals and in organizations.	Assigned Readings Lecture Student Discussions and/or Presentations Homework and Project Assignments Training Simulation and Assessment Software Quizzes	Graded Discussions Quizzes or Exams Student Homework or Project Assignment Assessment Software Final Project
2. Demonstrate the ability to use operating system features to manage applications, the file system and configuration changes.	Assigned Readings Lecture Student Discussions and/or Presentations Homework and Project Assignments Training Simulation and Assessment Software Hands-On Lab Exercises	Graded Discussions Quizzes or Exams Student Homework or Project Assignment Assessment Software

LEARNING OUTCOMES	LEARNING ACTIVITIES	EVALUATION METHODS
3. Apply application software (word processing, spreadsheet, database and presentation) and the Internet to solve business related problems.	Assigned Readings Lecture Student Discussions and/or Presentations Homework and Project Assignments Training Simulation and Assessment Software Hands-On Lab Exercises	Graded Discussions Quizzes or Exams Student Homework or Project Assignment Final Project
4. Examine ethical and privacy issues surrounding the use of computers and management information systems.	Assigned Readings Lecture Student Discussions and/or Presentations Homework and Project Assignments	Graded Discussions Quizzes or Exams Student Homework or Project Assignment Student Pre and Post Surveys
5. Explain the need to coordinate managerial, financial, personnel, and equipment resources to produce effective information management.	Assigned Readings Lecture Student Discussions and/or Presentations Homework and Project Assignments Training Simulation and Assessment Software	Graded Discussions Quizzes or Exams Student Homework or Project Assignment

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria*.

SEQUENCE OF TOPICS:

1. Computer Applications
 - a. Introduction to Using a Computer and Windows
 - 1) Hardware vs. Software
 - 2) Basic terms such as input, processing and output
 - 3) Application vs. Operating System Software
 - 4) File organization using folders, subfolders, and files
 - 5) Overview of Windows navigation skills
 - 6) Creating shortcuts in Windows
 - b. Word
 - 1) Elements of the Word screen
 - 2) Create and edit a document
 - 3) Print a document

- 4) Open/Save
 - 5) Copy and move text
 - 6) Format using justification, bold, underline and font changes
 - 7) Use spell check tool and grammar check
 - 8) Page and paragraph settings
 - 9) Creating Citations and a Bibliography
- c. Excel
- 1) Elements of the Excel screen
 - 2) Navigation within a spreadsheet
 - 3) Entering text, numbers, and calculations
 - 4) Print a spreadsheet
 - 5) Save/open a spreadsheet
 - 6) Enhance spreadsheet appearance using formats, justification, and column width commands
 - 7) Selected functions such as SUM, PMT, AVG, IF, MIN, MAX
 - 8) Copy/move feature
 - 9) Addressing (relative vs. absolute)
 - 10) Graphing/Charts
- d. Access
- 1) Database terminology
 - 2) Elements of the Access screen
 - 3) Create and modify a table
 - 4) Add, Change, Delete and View data
 - 5) Query table information
 - 6) Sorting
 - 7) Generating reports
- e. Internet
- 1) An overview of the Internet and introduction to browser software
 - 2) Effective search techniques for locating and filtering information
- f. PowerPoint and using Electronic Mail
- 1) Create and show a presentation
 - 2) Use templates, animation, and transitions
 - 3) Incorporate clipart and video
2. Computer Literacy Discussion Topics
- a. Basic computer terms (RAM, CPU, ALU, control unit, bus, expansion slots, etc.)
 - b. Types of computers
 - c. Application software
 - d. Operating system software (DOS, Windows, UNIX, Linux, etc.)
 - e. Input and output devices (mouse, keyboard, scanner, monitors, printers, etc.)
 - f. Multimedia concepts (graphics, sound, etc.)
 - g. Computer architecture
 - h. Secondary storage (hard disks, USB, DVD, etc.)
 - i. Database concepts
 - j. Communications
 - k. Networks (LAN, WAN, Internet, Intranet, etc.)

- l. Computer security, control and confidentiality
- m. Computer ethics, social responsibility and privacy
- n. Purchasing a computer

LEARNING MATERIALS:

Package ISBN Number

ISBN 13: 978-0357003978

Components include:

NEW PERSPECTIVES ON MICROSOFT OFFICE 365 & Office 2016

INTRODUCTORY– ISBN: 978-1305879171

NEW PERSPECTIVES ON COMPUTER CONCEPTS 2018 INTRODUCTORY – ISBN:

978-1305951518

SAM LMS Integrated 2016 & 365 ASSESSMENT TRNG/PROJ W/ MINDTAP READER

ACCESS CARD – ISBN: 978-1337114004

NEW PERSPECTIVES MICROSOFT WINDOWS 10 INTRODUCTORY – 978-

1305579408

The following software is used in the course and is available on campus or may be purchased by the student:

- Word 2016
- PowerPoint 2016
- Excel 2016
- Access 2016

Other learning materials may be required and made available directly to the student and/or via the College's Libraries and/or course management system.

COURSE APPROVAL:

Prepared by: Lee Bender and Alan Evans

Date: 6/2002

Revised by: Marie Hartlein

Date: 3/12/2009

Revised by: Marie Hartlein

Date: 4/3/2013

VPAA/Provost or designee Compliance Verification:

Victoria L. Bastecki-Perez, Ed.D.

Date: 7/11/2013

Revised by: Anil Datta

Date: 8/8/2016

VPAA/Provost or designee Compliance Verification:

Victoria L. Bastecki-Perez, Ed.D.

Date: 8/8/2016

Revised by: Pat Rahmlow

Date: 7/24/2017

VPAA/Provost or designee Compliance Verification:

Victoria L. Bastecki-Perez, Ed.D.

Date: 8/21/2017

Revised by: Debbie Dalrymple and Pat Rahmlow

Date: 1/9/2018

VPAA/Provost or designee Compliance Verification:

Date: 1/30/2018



This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.