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.

PREREQUISITE(S):
None

Upon successful completion of this course, the student will be able to:

LEARNING OUTCOMES	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.	Readings Lecture Student Discussions and/or Presentations Homework and Project Assignments	Graded Discussions Quizzes or Exams Assignments Student presentations Final Project
2. Demonstrate the ability to use operating system features to manage applications, the file system and configuration changes.	Readings Lecture Homework Training Simulation Software Hands-On Lab Exercises	Graded Discussions Quizzes or Exams Assignments Assessment Software
3. Apply application software (word processing, spreadsheet, database, and presentation) and the Internet to solve business related problems.	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 Assignments Assessment Software Final Project

LEARNING OUTCOMES	LEARNING ACTIVITIES	EVALUATION METHODS
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 Assignments 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 Assignments

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:

Concepts:

  a. Internet and Networking
    1) An overview of networks and the Internet
    2) Communication protocols
    3) Wired vs. wireless data transmission
    4) Basic components and security concerns of a network
    5) Effective search techniques for locating and filtering information
    6) Critical review and analysis of Internet provided content

  b. Hardware, Software and Data
    1) Hardware vs. Software
    2) Basic computer terms (RAM, CPU, disk capacity, screen resolution)
    3) Secondary storage options (hard disks, USB devices, Cloud)
    4) Analyzing a hardware purchase decision
    5) Operating Systems vs. Application software
    6) Local, SaaS and Cloud Computing
    7) Data Representation and Analysis
    8) Analyzing and selecting the best software solution
    9) Software integration

  c. Electronic Communications, Security and Digital Safety
    1) Security concerns and protection strategies
    2) Being an informed digital citizen
    3) Social Media
    4) Email etiquette and productivity
    5) Electronic meeting tools

      d.   Privacy and social responsibility/ethics
              1)   Privacy risks, regulations, and concerns
              2)   Social and cultural computing considerations
              3)   Copyrights and intellectual property

Computer Applications:

      a.   Introduction to Using Windows
              1)   File organization concepts and considerations
              2)   File formats
              3)   Windows navigation skills and shortcuts

      b.   Word Processing
               1)   Create, edit, save and print a document
              2)   Copy and move text
              3)   Format using justification, bold, underline and font changes
               4)   Use spell check tool and grammar check
              5)   Page and paragraph settings
               6)   Creating Citations and a Bibliography
              7)   Tables
              8)   Image manipulation and editing

      c.   Spreadsheet
               1)   How spreadsheet software applies to business decision making
               2)   Navigation within a spreadsheet
               3)   Entering text, numbers, and calculations
               4)   Print options and settings
               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 vs. move
               9)   Addressing (relative vs. absolute)
              10)   Graphing/Charts
              11)   Data analysis

      d.   Database
               1)   The importance and application of databases within a business environment.
              2)   Database terminology and definitions
               3)   Create and modify a table
               4)   Add, Change, Delete and View data
               5)   Query table information
               6)   Sorting
               7)   Generating reports

      e.   Presentation
               1)   Create and deliver a presentation
               2)   Use templates, animation, and transitions
               3)   Incorporate clipart and video

LEARNING MATERIALS:

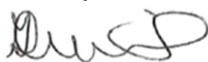Package ISBN Number
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Components include**:**
New Perspectives - Microsoft Office 365 & Office 2019 INTRODUCTORY– ISBN:
    9780357119969
Technology for Success Computer Concepts – ISBN: 9780357124826
SAM LMS Integrated 2019 Assessment Software access code – ISBN: *9780357368411*

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
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VPAA/Provost or designee Compliance Verification:
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Revised by: Marie Hartlein   Date: 12/1/2020
VPAA or designee Compliance Verification: Date: 4/27/2021

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.