GAVILAN COLLEGE
5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

COURSE: CSIS 2 DIVISION: 50 ALSO LISTED AS:

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

SHORT TITLE: COMPUTERS IN BUSINESS

LONG TITLE: Computers in Business

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

Out of Class Hrs:	108.00
Total Learning Hrs:	216.00

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

COURSE CONTENT:

Curriculum Approval Date: 10/13/2020

DE MODIFICATION ONLY

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

COURSE CONTENT (CONTINUED):

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

COURSE CONTENT (CONTINUED):

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

COURSE CONTENT (CONTINUED):

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

COURSE CONTENT (CONTINUED):

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

COURSE CONTENT (CONTINUED):

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

COURSE CONTENT (CONTINUED):

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.

COURSE CONTENT (CONTINUED):

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.

COURSE CONTENT (CONTINUED):

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.

COURSE CONTENT (CONTINUED):

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.

COURSE CONTENT (CONTINUED):

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.

COURSE CONTENT (CONTINUED):

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.

COURSE CONTENT (CONTINUED):

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.

COURSE CONTENT (CONTINUED):

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.

COURSE CONTENT (CONTINUED):

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