

JEFFERSON COLLEGE
COURSE SYLLABUS

CIS125
Introduction to Information Systems
3 Credit Hours

Prepared by: Chris DeGeare – CIS Instructor
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Dr. Mary Beth Ottinger, Division Chair, Business & Technical Education
Dr. Dena McCaffrey, Dean, Career & Technical Education

CIS125 Introduction to Information Systems

I. Catalog Description

- A. Prerequisite and/or co requisite: Reading Proficiency
- B. 3 credit hours
- C. Introduction to Information Systems introduces students to hardware, software and terminology related to various computers. Additionally, there is the study of various data communications, networks, multimedia, artificial intelligence, operating environments, and future computer uses. The course also gives practical lab experiences using Windows and Microsoft Professional (an integrated software package for word processing, spreadsheet, database, and presentation). Students may find it necessary to work in the computer lab outside of class in order to complete the assignments. This course fulfills the computer literacy graduation requirement for degree-seeking students. (F,S)

II. Expected Learning Outcomes/Assessment Measures.

Students will demonstrate computer operations within the Windows operating system, including both hardware and software.	Quizzes, Examinations, and/or in-class projects/worksheets
Students will use Word application software to create documents that include tables, source references, headers, footers, and graphics.	Quizzes, Examinations, and/or in-class projects/worksheets
Students will use Excel application software to create spreadsheets and worksheets that include multiple calculations and formulas, conditional formatting, forecasting, graphics, and charts.	Quizzes, Examinations, and/or in-class projects/worksheets
Students will use Access application software to create and modify databases and database objects that include queries, forms, and reports.	Quizzes, Examinations, and/or in-class projects/worksheets
Students will use PowerPoint application software to create a presentation that includes multiple slides, graphics, bullets, picture enhancements, formats, speaker notes, and animation effects.	Quizzes, Examinations, and/or in-class projects/worksheets
Students will demonstrate knowledge of storage, utility programs, networking and operating systems.	Quizzes, Examinations, and/or in-class projects/worksheets
Students will create basic web pages using HTML.	Quizzes, Examinations, and/or in-class projects/worksheets

III. Course Outline

A. Information Technology Essentials

1. The Information Processing Cycle
2. Computer Software
3. Networks
4. The Internet
5. Security Issues
6. Email Etiquette and Computer Ethics

B. Windows

1. Exploring Windows
2. Maintaining Files and Customizing Windows
3. Browsing the Internet Using Internet Explorer

C. Word

1. Creating and Editing a Document
2. Formatting Characters and Paragraphs
3. Formatting and Enhancing a Document
4. Formatting with Special Features

D. Excel

1. Analyzing Data Using Excel
2. Editing and Formatting Worksheets
3. Using Functions, Setting Print Options, and Adding Visual Elements
4. Working with Multiple Worksheets, Tables, and Other File Formats

E. Access

1. Maintaining Data in Access Tables
2. Creating Tables and Relationships
3. Creating Queries, Forms, and Reports

F. PowerPoint

1. Preparing a Presentation
2. Editing and Enhancing Slides
3. Customizing a Presentation

G. Web Page Design

1. Creating a Web Page Using HTML

IV. Method(s) of Instruction

- A. Lecture
- B. Hands-on practice sessions in lab
- C. Discussion

V. Required Textbooks(s) with publication information

Rutkosky, Nita. "Marquee Series Microsoft Office 2013." Paradigm Publishing, 2013.
Rutkosky, Nita. "Marquee Series Microsoft Windows 7." Paradigm Publishing, 2013.

VI. Required Materials (student)

USB drive, writing utensil

VII. Supplemental References

Online resources (including student files) and other reference material

VIII. Methods of Evaluation (basis for determining course grade)

- | | |
|-------------------------|-----|
| A. Examinations | 50% |
| B. Assignments/Homework | 40% |
| C. Quizzes | 10% |

IX. ADA AA Statement

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-481-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website)

http://www.jeffco.edu/jeffco/index.php?option=com_weblinks&catid=26&Itemid=84



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