San Bernardino Valley College
Curriculum Approved: SP01

I.   **CATALOG DESCRIPTION:**

A. Department Information:
Division: Business and Economics
Department: Management Information Systems
Course ID: MIS 101
Course Title: Introduction to Management Information Systems
Units: 3
Lecture: 2
Laboratory: 2
Prerequisite: None.
Departmental Advisory: OIS 100.

B. Course Description:

An introduction to information systems concepts, hardware, Internet access and usage
and general software applications in word processing, spreadsheets, database
management, operating systems and desktop publishing.

C. Schedule Description:

An introduction to information systems concepts, hardware, internet access and usage
and general software applications in word processing, spreadsheets, database
management, operating systems and desktop publishing.

II.   **NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT:** One

III. **EXPECTED OUTCOMES FOR STUDENTS:**
Upon completion of the course, the student should be able to:
A. Define the term computer.
B. Identify the components of a computer.
C. Differentiate among the various categories of software.
D. Discuss the uses of the Internet and the World Wide Web.
E. Explain the key features of widely used software applications.
F. Define a bit and describe how a series of bits is used to represent data.
G. Describe how buses contribute to a computer's processing speed.
H. List the characteristics of a keyboard.
I.   Identify various types of pointing devices.
J. Explain how a mouse works.
K. Identify the purpose of a digital camera.
L. Describe the factors that affect the quality of a monitor.
M. Identify monitor ergonomic issues.
N. List various types of audio output devices.
O. Identify how data is stored of a floppy disk.
P. Describe how a hard disk organizes data
Q. Differentiate between CD-ROMs and DVD-ROMs
R. Identify uses of tapes, PC Cards, smart cards, microfilm, and microfiche
S. Recognize how graphics, animation, audio, video, and virtual reality are used on the
     World Wide Web
T. Describe the uses of electronic commerce (e-commerce)
U. Identify the importance of security for the Internet
V. Use Windows 98 to open, minimize, restore, scroll, and close a window
W. Create, expand and collapse a folder
X. Explain how each Microsoft Office 2000 applications uses the Internet

Y. Create a flyer, report, resume and cover letter using Microsoft Word
Z. Develop a sales budget, compare stock prices, and prepare a six-month projected revenue, expense and net income report using Microsoft Excel
AA. Define a database structure and then add records to that structure using Microsoft Access
BB. Construct a presentation using Microsoft PowerPoint
CC. Create a calendar, task and contact list using Microsoft Outlook
DD. Design and implement a Web Page.

IV. **CONTENT:**
A. Introduction to Using Computers
1. What is a computer and what does it do?
2. The components of a computer
3. Why is a computer so powerful?
4. Computer software
5. Networks and the Internet
6. Categories of Computers
7. Computer user as a provider of information
B. Application software and the World Wide Web
1. Application software
2. Productivity software
3. Graphics and multimedia software
4. Software for home, personal, and educational use
5. Software for communications
6. Browsing the World Wide Web
7. Applications on the Web
C. The components in the system unit
1. The system unit
2. Central processing unit
3. Data representation
4. Memory
5. Expansion slots and expansion cards
6. Ports
7. Buses
8. Bays
9. Power supply
10. Laptop computers
D. Input
1. What is input?
2. What are input devices?
3. The keyboard
4. Pointing devices
5. Scanners and reading devices
6. Digital cameras
7. Audio and video input
E. Output
1. What is output?
2. What are output devices?
3. Display devices
4. Printers
5. Audio output
F. Storage
1. Memory versus storage
2. Floppy disks
3. Hard disks
4. Compact disks
5. Tapes

      6. PC Cards
      7. Smart Cards
      8. Microfilm and Microfiche
G. The Internet
      1. History of the Internet
      2. How the Internet Works
      3. The World Wide Web
      4. Electronic commerce
      5. Web Publishing
      6. Netiquette
      7. Using the Internet: Cookies and Security
      8. Network Computers
H. Windows 98
      1. What is Windows 98
      2. Communicating with Microsoft Windows 98
      3. Windows 98 Explorer
      4. Copying files to a folder on a floppy disk
      5. Deleting a file or folder
I. Creating and Editing a Word document
      1. The Word window
      2. Changing the default size
      3. Entering text
      4. Saving a document
      5. Formatting paragraphs and characters in a document
      6. Inserting clipart into a word document
      7. Saving an existing document with the same file name
      8. Opening a document
J. Creating a research paper using Word
      1. Changing the margins
      2. Adjusting line spacing
      3. Using a header to number pages
      4. Type the body of the research report
      5. Creating an alphabetical words cite page
      6. Navigating to a hyperlink
      7. E-mail a copy of the research report
K. Using a Word Wizard to create a resume and cover letter with a table
      1. Personalizing the resume
      2. Creating a letterhead
      3. Creating a cover letter
      4. Preparing and printing an envelope address
L. Create a Web page using Word
      1. Saving a word document as a Web page
      2. Using Word's Web page wizard to create a web page
M. Creating a worksheet and Embedded chart using Microsoft Excel
      1. The Excel worksheet
      2. Worksheet window
      3. Selecting a cell
      4. Entering text
      5. Entering numbers
      6. Calculating a sum
      7. Using the fill handle to copy a cell to adjacent cells
      8. Formatting the worksheet
      9. Using the name box to select a cell
      10. Adding a 3-D column chart to the worksheet
      11. Saving a worksheet
      12. Print a worksheet

N. Formulas, functions, formatting, and Web queries using Excel
1. Entering titles and numbers into the worksheet
2. Entering formulas
3. Using the average, maximum and minimum functions
4. Verifying formulas
O. What-if analysis, charting and working with larger worksheets using Excel
1. Rotate text and using the fill handle to create a series
2. Copying a range of cells to a nonadjacent paste area
3. Inserting and deleting cells in a worksheet
4. Entering numbers with a format symbol
5. Freezing worksheet titles
6. Displaying the system date
7. Absolute versus relative formulas
8. Making decisions – the if function
9. Changing the names of the sheets and rearranging the order of the sheets
10. What-if analysis
P. Creating a database using design and datasheet view using Microsoft Access
1. Create a table, add records to a table, save and print a table.
2. Using a form to view data
3. Creating a report
4. Designing a database
Q. Querying an Access database using the select query window
1. Creating a new query
2. Including all fields in the query
3. Clearing the design grid
4. Using wildcards, and compound criteria in a query
5. Sorting data in a query
6. Joining tables
7. Calculating statistics
R. Maintaining a database using the design and update features of Access
1. Adding, changing, and deleting records in a table
2. Changing the structure of a table
3. Creating validation rules
4. Specifying referential integrity
5. Using sub datasheets
6. Ordering records
7. Creating and using indexes
S. Using a design template and auto layout to create a Microsoft PowerPoint presentation
1. Starting a presentation as a new office document
2. The PowerPoint window
3. Choosing a design template
4. Create a title slide
5. Text attributes
T. Using outline view and clip art to create a slide show using PowerPoint
1. Starting a new presentation
2. Using outline view
3. Addling a slide in outline view
4. Creating multi-level bulleted list slides in outline view
5. Moving clip art
6. Adding animation effects
7. Animating clip art objects
8. Running an animated slide show

U. Schedule and contact management using Microsoft Outlook
   1. The calendar – Microsoft Outlook window
   2. Entering, editing and moving appointments
   3. Displaying the calendar in month, week and day view
   4. Create a task and contact list

V.   METHODS OF INSTRUCTION:
   A. Lecture
   B. Demonstration
   C. Multi-media
   D. Class and Group Discussion of Significant Issues and Topics
   E. Group Activities

VI.   TYPICAL ASSIGNMENTS:
   A. Lecture: Identify the major features or hardware and software applications
   B. Demonstration:
      1. Demonstrate the components of a personal computer
      2. Demonstrate the features of Microsoft Windows 98 and Microsoft Office – Word, Excel, Access, PowerPoint and Outlook
   C. Multi-media Presentation:
      1. A multimedia streaming video display of the hardware components that constitute a personal computer
      2. Multi-media presentation of the steps needed to complete a Windows 98, Word, Excel, Access, PowerPoint, and Outlook assignment.
   D. Class and Group Discussion: Discuss and determine the importance of being computer literate.
   E. Group Activity: Discuss the purchase of a computer, creating a personal letter using Word, preparing a personal budget using Excel, design a database using Access, create a presentation using PowerPoint, develop a calendar, task and contact list using Outlook.

VII. EVALUATION:
   A. Methods of Evaluation
      1. Problem Solving Exercise (Typical Exercise): How is the Internet used?
      2. Skills demonstration (Typical Demonstration): Design and create a Word, Excel, Access, PowerPoint and Outlook document.
      3. Objective Tests (Typical Question): Which storage method consists of several inflexible circular disks, called platters?
         a. hard disk
         b. zip disk
         c. floppy disk
         d. compact disk - CD
      4. Written Assignment (Typical Assignment): Why is computer literacy important? Compare personal computer advertisement.
      5. Lab Activities (Typical Lab Activity): Create Microsoft Office documents
   B. Frequency of Evaluation:
      1. Weekly chapter examinations
      2. On-line skill-based examination using computer based software (CBT)
      3. Skill-based final exam
      4. Weekly group activities evaluation
   C. Typical examination questions
      1. What are the categories of computers?
      2. How are computers used?

VIII.   TYPICAL TEXT(S):

Norton, Peter, *Introduction to Computers and Office 2000,* Woodland Hills: Glencoe/Mc-Graw-Hill, 2001

Rutkosky, Nita, *Computers Exploring concepts and Benchmark Series Office 2000,* St. Paul, MN: EMC Paradigm Publishing, 2001

Shelly, Gary, Cashman, Thomas, and Vermaat, Misty, *Discovering Computers 2001, Concepts for a Connected World and Microsoft Office 2000, Introductory Concepts and Techniques,* Cambridge, MA: Course Technology, Thompson Learning, 2001

IX.   OTHER SUPPLIES REQUIRED OF STUDENTS: Zip disk