North Hennepin Community College

CIS 1101: Business Computer Systems I

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: *.*

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course develops computer and digital literacy and emphasizes its importance in today's businesses and society. Through hands-on experience students will gain an understanding of computer concepts, capabilities and applications and be able to implement this knowledge in their professional and personal lives. Computer applications covered include word processing, spreadsheets, presentation graphics, databases, windows/operating system, e-mail use and management, folder and file organization and use of the Internet. Computer concepts covered include understanding computers and mobile devices, how a computer works, managing files, computer and mobile device hardware components, digital safety and security, application programs, input and output devices, digital storage options, ethical practices and Internet basics. Hands-on experience will be provided on computers in the Windows environment using the Microsoft Office Suite including Word, Excel, Access, and PowerPoint. Knowledge of the keyboard is recommended for this course. Check with your instructor for the software edition that will be used.

B. COURSE EFFECTIVE DATES: 08/26/1997 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Computer literacy in todays society
2. Basic computer concepts, capabilities and applications
3. Word processing of basic documents, flyers, letters, tables, memorandums, resumes, and the MLA style multi-page paper
4. Spreadsheets with 3-D charts, formulas, functions, formatting, web queries, absolute cell reference, Goal Seek, and what-if analysis
5. Presentation graphics with illustrations, backgrounds, and accompanying information using bullets, slide shows, handouts, outlines, and speaker notes
6. Databases are created, maintained, and queried in addition to creating forms and reports using such abilities as sort, join tables, perform calculations, crosstabs, and referential integrity
7. Windows/operating systems
8. Folder and file organization
9. E-mail use and management
10. How to use the Internet and the World Wide Web
11. Basic hardware components of a computer
12. Information cycle, and how data is processed into information
13. Computer files and storage
14. Input and output devices
15. How to store and retrieve information

D. LEARNING OUTCOMES (General)

1. Perform basic Windows/operating systems functions. (NHCC ELOs 1, 2, 4)
2. Create and format documents for effective communication in business, in accordance with professional standards to create flyers, letters, memorandums, tables, resumes, and MLA style multi-page papers with citations and Works Cited page.
(NHCC ELOs 1, 2, 4)
3. Create, format, analyze and present spreadsheets following professional design standards with 3-D charts, formulas, functions, sums, averages, and statistics, web queries, absolute cell references, Goal Seek and what-if analysis.
(NHCC ELOs 1, 2, 4)
4. Create, design and maintain a database by creating tables, queries, reports and forms while following professional design standards. (NHCC ELOs 1, 2, 4)
5. Analyze and access database information with queries, forms and reports by sorting data, joining tables, performing calculations, creating crosstabs, and referential integrity.
(NHCC ELOs 1, 2, 4)
6. Demonstrate the process of planning and creating business presentations using the 7 x 7 method using effective slide designs, illustrations, layouts, bullet lists, backgrounds, artwork, animations and transitions for a slide show, outline, handout, or speaker notes.
(NHCC ELOs 1, 2, 4)
7. Effectively use the Internet and World Wide Web to access information. (NHCC ELOs 1, 2, 4)
8. Utilize e-mail for effective communication. (NHCC ELOs 1, 2, 4)
9. Understand the basic functions of a computer. (NHCC ELOs 1, 2, 4)
10. Identify the functions and uses of various hardware components and software applications. (NHCC ELOs 1, 2, 4)

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

1. Knowledge of Human Cultures and the Physical and Natural World--Through study in the sciences, mathematics, social sciences, humanities, histories, languages, the arts, technology and professions.

2. Intellectual and Practical Skills--Including: Inquiry and analysis; Critical and creative thinking; Written and oral communication; Quantitative literacy; Information literacy; Teamwork and problem solving.

4. Integrative and Applied Learning--Including: Synthesis and advanced accomplishment across general education, liberal studies, specialized studies and activities in the broader campus community.