



Course Outcome Summary

General Education Satisfier Course

CIS 130

Introduction to Computer Information Systems

Course Information

Division	Business
Contact Hours	45
Total Credits	3

Prerequisites ENGL 090 and RDG 090 or qualifying scores on accepted placement tests

Course Description

This course provides students with basic knowledge of computer information systems. This course includes both computer concepts and hands-on use of various computer applications. Computer concepts include computer system basics of hardware, software, files and data storage. The hands-on portion consists of using the operating system, spreadsheets, word processing, databases, presentation software, e-mail and the Internet.

This course is approved as a General Education competency satisfier.

General Education Goal: Communication

Competency: Understand and apply current and appropriate technology tools and resources

Learning Outcome: Students will use computer technology to retrieve and communicate information.

General Education Learning Objectives

- Demonstrate an understanding of the functionality and terminology associated with current information technology tools and resources.
- Demonstrate the ability to conduct online research to locate and retrieve relevant information from credible sources.
- Demonstrate the ability to use document processing software.
- Demonstrate the ability to use presentation software to communicate information and ideas.
- Demonstrate the ability to appropriately and responsibly utilize current communication technology methods.

Course Outcomes

In order to evidence success in this course, the students will be able to:

- Identify the components of a personal computer system
Applies to General Education Objective
 - Demonstrate an understanding of the functionality and terminology associated with current information technology tools and resources.
- Identify concepts pertaining to computer hardware and software
Applies to General Education Objective
 - Demonstrate an understanding of the functionality and terminology associated with current information technology tools and resources.
- Identify terms relating to computer information systems.
Applies to General Education Objective
 - Demonstrate an understanding of the functionality and terminology associated with current information technology tools and resources.



4. Perform basic file management and operating system tasks
Applies to General Education Objective
 - A. Demonstrate an understanding of the functionality and terminology associated with current information technology tools and resources.
5. Recognize and identify components of the Internet
Applies to General Education Objective
 - B. Demonstrate the ability to conduct online research to locate and retrieve relevant information from credible sources.
6. Demonstrate use of a search engine to locate information on the web
Applies to General Education Objective
 - B. Demonstrate the ability to conduct online research to locate and retrieve relevant information from credible sources.
7. Recognize and identify components of e-mail software
Applies to General Education Objective
 - E. Demonstrate the ability to appropriately and responsibly utilize current communication technology methods.
8. Demonstrate use of e-mail software
Applies to General Education Objective
 - E. Demonstrate the ability to appropriately and responsibly utilize current communication technology methods.
9. Explain how an operating system affects compatibility between computer platforms
Applies to General Education Objective
 - A. Demonstrate an understanding of the functionality and terminology associated with current information technology tools and resources.
10. Describe how computers represent data digitally
Applies to General Education Objective
 - A. Demonstrate an understanding of the functionality and terminology associated with current information technology tools and resources.
11. Explain how viruses disrupt computer operations
Applies to General Education Objective
 - A. Demonstrate an understanding of the functionality and terminology associated with current information technology tools and resources.
12. Describe computer backup and restore procedures
Applies to General Education Objective
 - A. Demonstrate an understanding of the functionality and terminology associated with current information technology tools and resources.
13. Describe e-commerce and how web pages are accessed, utilized and coded
Applies to General Education Objective
 - A. Demonstrate an understanding of the functionality and terminology associated with current information technology tools and resources.
14. Identify advantages and disadvantages of digital media



MONROE COUNTY
COMMUNITY COLLEGE

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15. Create and save documents using word processing software
Applies to General Education Objective
 - C. Demonstrate the ability to use document processing software.
16. Edit and format documents using word processing software
Applies to General Education Objective
 - C. Demonstrate the ability to use document processing software
17. Create and save worksheets using spreadsheet software
18. Use spreadsheet formulas and functions
19. Create and maintain a database
20. Create database queries, forms and reports
21. Demonstrate the use of presentation software
Applies to General Education Objective
 - D. Demonstrate the ability to use presentation software to communicate information and ideas.

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By: LS