



CIS 1040

Division: Career and Technical Education

Department: Computer Information Systems

Course: CIS 1040

Title: Computer Applications in Business

Catalog Description:

A course to introduce students to a broad variety of business and governmental applications of the computer. Provides methodologies helpful in integrating and synthesizing the use of computers into business organizations.

General Education Requirements: N/A

Semesters Offered: Fall

Credit/Time Requirement: Credit: 2; Lecture: 2; Lab: 0

Clock/Hour Requirements: 30

Offered for Non-Credit: No

Prerequisites: None

Corequisites: None

Justification:

This course is a rich introduction to a wide variety of uses of computer technology to streamline and carry the workloads in many business functions. It includes applications where computers are used for the enrichment of life, such as in medicine.

This course prepares students for job readiness at graduation and/or transfer to a four-year college.

Student Learning Outcomes:

Upon successful completion of this course, the student will be able to:

- foster appreciation of the computer as a powerful tool in the efficient accomplishment of an almost infinite variety of work tasks
- broaden acquaintances with various types of business functions which lend themselves to the ready use of computer technology
- encourage creative thinking in the future of deployment of computers.

Content:

Course objectives will be accomplished by providing each student with learning experiences in the following

areas:

- word processing and desktop publishing
- spreadsheets
- graphics
- internet.

General Education Outcomes:

Key Performance Indicators:

In class:

- Grading will come from quizzes/exams, special projects, term papers involving critical appraisal, role playing, library research, and class participation. Role playing will demonstrate critical thinking, familiarity with the applications areas, and understanding of the concepts presented.

Following class:

- Demonstration of mastery of concepts also is shown by performance in subsequent related courses.
- Scores on the CNE and the MCSE Certification exam will also indicate performance in course.

Representative Text and/or Supplies:

- Required Text: No formal text, materials are drawn from chapters in various textbooks, as well as issues and state-of-the art advancements from current trade literature.
- Supplementary materials: Occasional handouts are provided.

Optimum Class Size: 20

Maximum Class Size: 40

Signatures:

I hereby submit this course syllabus:

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I hereby find this course consistent with the goals and resources of the Computer Information Systems Department:

Michael P. Medley, MBA, Assistant Professor, Chair

I hereby find this course consistent with the goals and resources of the Career and Technical Education Division:

Michael P. Medley, MBA, Assistant Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

Michelle Olsen, MLS, Campus Librarian (Richfield Campus)