

## Washtenaw Community College Comprehensive Report

### CIS 110 Introduction to Computer Information Systems

Effective Term: Winter 2025

#### Course Cover

**College:** Business and Computer Technologies

**Division:** Business and Computer Technologies

**Department:** Computer Science & Information Technology

**Discipline:** Computer Information Systems

**Course Number:** 110

**Org Number:** 13410

**Full Course Title:** Introduction to Computer Information Systems

**Transcript Title:** Intro to Computer Info Systems

**Is Consultation with other department(s) required:** No

**Publish in the Following:** College Catalog , Time Schedule , Web Page

**Reason for Submission:**

**Change Information:**

**Consultation with all departments affected by this course is required.**

**Pre-requisite, co-requisite, or enrollment restrictions**

**Outcomes/Assessment**

**Objectives/Evaluation**

**Rationale:** Updating for Canvas

**Proposed Start Semester:** Winter 2025

**Course Description:** In this course, students will be introduced to the principles of information systems for business majors. Students receive an overview of information systems including a review of computer concepts, how technology is used in business, the information systems discipline, effective presentation of information systems concepts, and the systems development life cycle. Students need a working knowledge of spreadsheets and word processing software to be successful in the course.

#### Course Credit Hours

**Variable hours:** No

**Credits:** 3

**Lecture Hours: Instructor: 45 Student: 45**

**Lab: Instructor: 0 Student: 0**

**Clinical: Instructor: 0 Student: 0**

**Total Contact Hours: Instructor: 45 Student: 45**

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

Audit

**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

#### College-Level Reading and Writing

College-level Reading & Writing

#### College-Level Math

No Level Required

## **Requisites**

### **Prerequisite**

Level II Prerequisite: A working knowledge of MS Excel spreadsheet.

## **General Education**

### **Degree Attributes**

Statewide articulation approved

### **General Education Area 7 - Computer and Information Literacy**

Assoc in Arts - Comp Lit

Assoc in Applied Sci - Comp Lit

Assoc in Science - Comp Lit

## **Request Course Transfer**

### **Proposed For:**

## **Student Learning Outcomes**

1. Identify core functions of information systems and the associated hardware, software, communications, data management and cloud services.

### **Assessment 1**

Assessment Tool: Outcome-related final exam - short answer/multiple choice questions

Assessment Date: Winter 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Rubric and answer key

Standard of success to be used for this assessment: 70% of the students will score 70% or higher.

Who will score and analyze the data: Departmental faculty

2. Demonstrate basic MS Excel spreadsheet techniques commonly used to display business-related data results.

### **Assessment 1**

Assessment Tool: Outcome-related practical exam given in SimNet

Assessment Date: Winter 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: SimNet evaluation

Standard of success to be used for this assessment: 70% of the students will score 70% or higher.

Who will score and analyze the data: Departmental faculty

3. Demonstrate basic MS Access techniques commonly used in businesses using MS Access databases.

### **Assessment 1**

Assessment Tool: Outcome-related practical exam given in SimNet

Assessment Date: Winter 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: SimNet evaluation

Standard of success to be used for this assessment: 70% of the students will score 70% or higher.

Who will score and analyze the data: Departmental faculty

## 4. Create a voice over PowerPoint video presentation.

**Assessment 1**

Assessment Tool: Presentation

Assessment Date: Winter 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Rubric

Standard of success to be used for this assessment: 70% of the students will score 70% or higher.

Who will score and analyze the data: Departmental faculty

**Course Objectives**

1. Identify core concepts of information systems.
2. Identify ways in which information systems are used in business.
3. Describe hardware and software required for information needs, including telecommunications, internet, intranet and extranet concepts.
4. Recognize different types of application software required to support business functions.
5. Define data management concepts and apply data management techniques.
6. Identify the Systems Development Life Cycle and its application in business.
7. Identify issues of security, privacy, and ethics surrounding the Internet and information systems in business.
8. Create various graphs using Excel to display data related to business applications.
9. Sort data related to business applications using Excel.
10. Filter data related to business applications using Excel.
11. Format Excel spreadsheets to make them more readable for business applications.
12. Create voiceover video presentations using screen casting software.
13. Demonstrate the effective use of PowerPoint visuals in a video presentation.
14. Research and organize information to create a professional business-related PowerPoint presentation.
15. Add data to cells in MS Access Tables.
16. Query data in MS Access.
17. Create tables in MS Access.

**New Resources for Course****Course Textbooks/Resources**

Textbooks

Manuals

Periodicals

Software

**Equipment/Facilities**

Level I classroom

**Reviewer****Action****Date****Faculty Preparer:***Scott Shaper**Faculty Preparer**Jan 22, 2024***Department Chair/Area Director:***Scott Shaper**Recommend Approval**Jan 22, 2024***Dean:***Eva Samulski**Recommend Approval**Jan 23, 2024***Curriculum Committee Chair:**

*Randy Van Wagnen*

*Recommend Approval*

*May 06, 2024*

**Assessment Committee Chair:**

*Jessica Hale*

*Recommend Approval*

*May 08, 2024*

**Vice President for Instruction:**

*Brandon Tucker*

*Approve*

*May 20, 2024*

## Washtenaw Community College Comprehensive Report

### CIS 110 Introduction to Computer Information Systems

Effective Term: Fall 2024

#### Course Cover

**College:** Business and Computer Technologies

**Division:** Business and Computer Technologies

**Department:** Computer Science & Information Technology

**Discipline:** Computer Information Systems

**Course Number:** 110

**Org Number:** 13410

**Full Course Title:** Introduction to Computer Information Systems

**Transcript Title:** Intro to Computer Info Systems

**Is Consultation with other department(s) required:** No

**Publish in the Following:** College Catalog , Time Schedule , Web Page

**Reason for Submission:** Course Change

**Change Information:**

**Pre-requisite, co-requisite, or enrollment restrictions**

**Rationale:** We are removing CIS 100 as a pre-requisite for this course as we are sunsetting CIS 100.

**Proposed Start Semester:** Winter 2024

**Course Description:** In this course, students will be introduced to the principles of information systems for business majors. Students receive an overview of information systems including a review of computer concepts, how technology is used in business, the information systems discipline, and the systems development life cycle. Students need a working knowledge of spreadsheets and word processing software to be successful in the course.

#### Course Credit Hours

**Variable hours:** No

**Credits:** 3

**Lecture Hours: Instructor:** 45 **Student:** 45

**Lab: Instructor:** 0 **Student:** 0

**Clinical: Instructor:** 0 **Student:** 0

**Total Contact Hours: Instructor:** 45 **Student:** 45

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

Audit

**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

#### College-Level Reading and Writing

College-level Reading & Writing

#### College-Level Math

No Level Required

#### Requisites

**Prerequisite**

Level II Prerequisite: A working knowledge of MS Excel spreadsheet and MS Word word processing software.

## **General Education**

### **Degree Attributes**

Statewide articulation approved

### **General Education Area 7 - Computer and Information Literacy**

Assoc in Arts - Comp Lit

Assoc in Applied Sci - Comp Lit

Assoc in Science - Comp Lit

## **Request Course Transfer**

### **Proposed For:**

## **Student Learning Outcomes**

1. Identify core functions of information systems and the associated hardware, software, communications, data management and cloud services.

### **Assessment 1**

Assessment Tool: Outcome-related final exam - short answer/multiple choice questions

Assessment Date: Winter 2023

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Rubric and answer key

Standard of success to be used for this assessment: 70% of the students will score 70% or higher.

Who will score and analyze the data: Departmental faculty

2. Demonstrate basic Excel spreadsheet techniques commonly used to display business-related data results.

### **Assessment 1**

Assessment Tool: Outcome-related exam - short answer/multiple choice questions

Assessment Date: Winter 2023

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Rubric and answer key

Standard of success to be used for this assessment: 70% of the students will score 70% or higher.

Who will score and analyze the data: Departmental faculty

3. Create a voice over PowerPoint video presentation.

### **Assessment 1**

Assessment Tool: Presentation

Assessment Date: Winter 2023

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Rubric

Standard of success to be used for this assessment: 70% of the students will score 70% or higher.

Who will score and analyze the data: Departmental faculty

## **Course Objectives**

1. Identify core concepts of information systems.
2. Identify ways in which information systems are used in business.

3. Describe hardware and software required for information needs, including telecommunications, internet, intranet and extranet concepts.
4. Recognize different types of application software required to support business functions.
5. Define data management concepts and apply data management techniques.
6. Identify the Systems Development Life Cycle and its application in business.
7. Identify issues of security, privacy, and ethics surrounding the Internet and information systems in business.
8. Create various graphs using Excel to display data related to business applications.
9. Demonstrate sorting data related to business applications using Excel.
10. Demonstrate filtering data related to business applications using Excel.
11. Demonstrate formatting Excel spreadsheets to make them more readable for business applications.
12. Demonstrate the effective use of PowerPoint visuals in a video presentation.
13. Demonstrate the use of screen casting software to create voice over video presentations.
14. Demonstrate researching and organizing information to create a professional business-related PowerPoint presentation.

### New Resources for Course

#### Course Textbooks/Resources

Textbooks  
Manuals  
Periodicals  
Software

#### Equipment/Facilities

Level I classroom

<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
<b>Faculty Preparer:</b> <i>Scott Shaper</i>	<i>Faculty Preparer</i>	<i>Jun 11, 2023</i>
<b>Department Chair/Area Director:</b> <i>Scott Shaper</i>	<i>Recommend Approval</i>	<i>Jun 11, 2023</i>
<b>Dean:</b> <i>Eva Samulski</i>	<i>Recommend Approval</i>	<i>Jun 12, 2023</i>
<b>Curriculum Committee Chair:</b> <i>Randy Van Wagnen</i>	<i>Recommend Approval</i>	<i>Sep 19, 2023</i>
<b>Assessment Committee Chair:</b> <i>Jessica Hale</i>	<i>Recommend Approval</i>	<i>Sep 20, 2023</i>
<b>Vice President for Instruction:</b> <i>Victor Vega</i>	<i>Approve</i>	<i>Sep 22, 2023</i>

## Washtenaw Community College Comprehensive Report

### CIS 110 Introduction to Computer Information Systems

Effective Term: Fall 2022

#### Course Cover

**College:** Business and Computer Technologies

**Division:** Business and Computer Technologies

**Department:** Computer Science & Information Technology

**Discipline:** Computer Information Systems

**Course Number:** 110

**Org Number:** 13410

**Full Course Title:** Introduction to Computer Information Systems

**Transcript Title:** Intro to Computer Info Systems

**Is Consultation with other department(s) required:** No

**Publish in the Following:** College Catalog , Time Schedule , Web Page

**Reason for Submission:** Three Year Review / Assessment Report

**Change Information:**

**Pre-requisite, co-requisite, or enrollment restrictions**

**Outcomes/Assessment**

**Objectives/Evaluation**

**Rationale:** This has not been updated since 2015. In addition, the Excel and presentation requirements were not included as objectives. This was found and reported in the 2021 assessment report.

**Proposed Start Semester:** Winter 2022

**Course Description:** In this course, students will be introduced to the principles of information systems for business majors. Students receive an overview of information systems including a review of computer concepts, how technology is used in business, the information systems discipline, and the systems development life cycle. Students need a working knowledge of spreadsheets and word processing software to be successful in the course.

#### Course Credit Hours

**Variable hours:** No

**Credits:** 3

**Lecture Hours: Instructor:** 45 **Student:** 45

**Lab: Instructor:** 0 **Student:** 0

**Clinical: Instructor:** 0 **Student:** 0

**Total Contact Hours: Instructor:** 45 **Student:** 45

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

Audit

**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

#### College-Level Reading and Writing

College-level Reading & Writing

#### College-Level Math

No Level Required

#### Requisites



**Prerequisite**

Level II Prerequisite: A working knowledge of MS Excel spreadsheet and MS Word word processing software or CIS 100.

**General Education****Degree Attributes**

Statewide articulation approved

**General Education Area 7 - Computer and Information Literacy**

Assoc in Arts - Comp Lit

Assoc in Applied Sci - Comp Lit

Assoc in Science - Comp Lit

**Request Course Transfer****Proposed For:****Student Learning Outcomes**

1. Identify core functions of information systems and the associated hardware, software, communications, data management and cloud services.

**Assessment 1**

Assessment Tool: Outcome-related final exam - short answer/multiple choice questions

Assessment Date: Winter 2023

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Rubric and answer key

Standard of success to be used for this assessment: 70% of the students will score 70% or higher.

Who will score and analyze the data: Departmental faculty

2. Demonstrate basic Excel spreadsheet techniques commonly used to display business-related data results.

**Assessment 1**

Assessment Tool: Outcome-related exam - short answer/multiple choice questions

Assessment Date: Winter 2023

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Rubric and answer key

Standard of success to be used for this assessment: 70% of the students will score 70% or higher.

Who will score and analyze the data: Departmental faculty

3. Create a voice over PowerPoint video presentation.

**Assessment 1**

Assessment Tool: Presentation

Assessment Date: Winter 2023

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Rubric

Standard of success to be used for this assessment: 70% of the students will score 70% or higher.

Who will score and analyze the data: Departmental faculty

## Course Objectives

1. Identify core concepts of information systems.
2. Identify ways in which information systems are used in business.
3. Describe hardware and software required for information needs, including telecommunications, internet, intranet and extranet concepts.
4. Recognize different types of application software required to support business functions.
5. Define data management concepts and apply data management techniques.
6. Identify the Systems Development Life Cycle and its application in business.
7. Identify issues of security, privacy, and ethics surrounding the Internet and information systems in business.
8. Create various graphs using Excel to display data related to business applications.
9. Demonstrate sorting data related to business applications using Excel.
10. Demonstrate filtering data related to business applications using Excel.
11. Demonstrate formatting Excel spreadsheets to make them more readable for business applications.
12. Demonstrate the effective use of PowerPoint visuals in a video presentation.
13. Demonstrate the use of screen casting software to create voice over video presentations.
14. Demonstrate researching and organizing information to create a professional business-related PowerPoint presentation.

## New Resources for Course

### Course Textbooks/Resources

Textbooks  
Manuals  
Periodicals  
Software

### Equipment/Facilities

Level I classroom

<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
<b>Faculty Preparer:</b> <i>Scott Shaper</i>	<i>Faculty Preparer</i>	<i>Nov 21, 2021</i>
<b>Department Chair/Area Director:</b> <i>Cyndi Millns</i>	<i>Recommend Approval</i>	<i>Nov 22, 2021</i>
<b>Dean:</b> <i>Eva Samulski</i>	<i>Recommend Approval</i>	<i>Nov 24, 2021</i>
<b>Curriculum Committee Chair:</b> <i>Randy Van Wagnen</i>	<i>Recommend Approval</i>	<i>Feb 22, 2022</i>
<b>Assessment Committee Chair:</b> <i>Shawn Deron</i>	<i>Recommend Approval</i>	<i>Feb 23, 2022</i>
<b>Vice President for Instruction:</b> <i>Kimberly Hurns</i>	<i>Approve</i>	<i>Feb 23, 2022</i>

# Washtenaw Community College Comprehensive Report

## CIS 110 Introduction to Computer Information Systems Effective Term: Fall 2015

### Course Cover

**Division:** Business and Computer Technologies

**Department:** Computer Instruction

**Discipline:** Computer Information Systems

**Course Number:** 110

**Org Number:** 13410

**Full Course Title:** Introduction to Computer Information Systems

**Transcript Title:** Intro to Computer Info Systems

**Is Consultation with other department(s) required:** No

**Publish in the Following:** College Catalog , Time Schedule , Web Page

**Reason for Submission:** Three Year Review / Assessment Report

**Change Information:**

**Consultation with all departments affected by this course is required.**

**Course description**

**Pre-requisite, co-requisite, or enrollment restrictions**

**Outcomes/Assessment**

**Objectives/Evaluation**

**Rationale:** Regular 3-year review

**Proposed Start Semester:** Fall 2015

**Course Description:** In this course, students will be introduced to the principles of information systems for business majors. Students receive an overview of information systems including a review of computer concepts, how technology is used in business, the information systems discipline, and the systems development life cycle. Students need a working knowledge of spreadsheets and word processing software to be successful in the course.

### Course Credit Hours

**Variable hours:** No

**Credits:** 3

**Lecture Hours: Instructor: 45 Student: 45**

**Lab: Instructor: 0 Student: 0**

**Clinical: Instructor: 0 Student: 0**

**Total Contact Hours: Instructor: 45 Student: 45**

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

**Audit**

**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

### College-Level Reading and Writing

College-level Reading & Writing

### College-Level Math

Level 1

### Requisites

**Prerequisite**

Level II Prerequisite: A working knowledge of spreadsheet and word processing software or

## **General Education**

### **General Education Area 7 - Computer and Information Literacy**

Assoc in Arts - Comp Lit

Assoc in Applied Sci - Comp Lit

Assoc in Science - Comp Lit

## **Request Course Transfer**

**Proposed For:**

## **Student Learning Outcomes**

1. Identify core functions of information systems and the associated hardware, software, communications, and cloud services.

### **Assessment 1**

**Assessment Tool:** Department created final exam - short answer/multiple choice questions

**Assessment Date:** Winter 2016

**Assessment Cycle:** Every Three Years

**Course section(s)/other population:** All

**Number students to be assessed:** All

**How the assessment will be scored:** answer key

**Standard of success to be used for this assessment:** 70% of the students will score 70% or higher.

**Who will score and analyze the data:** departmental faculty

2. Identify basic data management techniques as applied to structured and unstructured data.

### **Assessment 1**

**Assessment Tool:** Department created final exam - short answer/multiple choice questions

**Assessment Date:** Winter 2016

**Assessment Cycle:** Every Three Years

**Course section(s)/other population:** All

**Number students to be assessed:** All

**How the assessment will be scored:** answer key

**Standard of success to be used for this assessment:** 70% of the students will score 70% or higher.

**Who will score and analyze the data:** departmental faculty

## **Course Objectives**

1. Identify core concepts of informational systems.

### **Matched Outcomes**

1. Identify core functions of information systems and the associated hardware, software, communications, and cloud services.

2. Identify ways in which information systems are used in business.

### **Matched Outcomes**

1. Identify core functions of information systems and the associated hardware, software, communications, and cloud services.

3. Describe hardware and software required information needs including telecommunications, internet, intranet and extranet concepts.

### **Matched Outcomes**

4. Recognize different types of application software required to support business functions.

### **Matched Outcomes**

1. Identify core functions of information systems and the associated hardware, software, communications, and cloud services.

5. Define data management concepts and apply data management techniques.

### **Matched Outcomes**

2. Identify basic data management techniques as applied to structured and unstructured data.
6. Identify the Systems Development Life Cycle and its application in business.

### **Matched Outcomes**

1. Identify core functions of information systems and the associated hardware, software, communications, and cloud services.
7. Identify issues of security, privacy, and ethics surrounding the Internet and information systems in business.

### **Matched Outcomes**

1. Identify core functions of information systems and the associated hardware, software, communications, and cloud services.
8. Implement information systems through individual and team projects using applications software.

### **Matched Outcomes**

1. Identify core functions of information systems and the associated hardware, software, communications, and cloud services.
2. Identify basic data management techniques as applied to structured and unstructured data.

## **New Resources for Course**

### **Course Textbooks/Resources**

Textbooks  
Manuals  
Periodicals  
Software

### **Equipment/Facilities**

Computer workstations/lab

### **Reviewer**

#### **Faculty Preparer:**

*Philip Geyer*

#### **Department Chair/Area Director:**

*John Trame*

#### **Dean:**

*Kimberly Hurns*

#### **Vice President for Instruction:**

*Bill Abernethy*

### **Action**

*Faculty Preparer*

*Recommend Approval*

*Recommend Approval*

*Approve*

### **Date**

*Feb 19, 2015*

*Feb 20, 2015*

*Feb 25, 2015*

*Mar 16, 2015*