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

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

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

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

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
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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

CIS 100.

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	Action	Date
Faculty Preparer:		
Philip Geyer	*Faculty Preparer*	*Feb 19, 2015*
Department Chair/Area Director:		
John Trame	*Recommend Approval*	*Feb 20, 2015*
Dean:		
Kimberly Hurns	*Recommend Approval*	*Feb 25, 2015*
Vice President for Instruction:		
Bill Abernethy	*Approve*	*Mar 16, 2015*