

BCIS 1305 - INTRODUCTION TO INFORMATION PROCESSING SYSTEMS

CREDIT HOURS: 3

PREREQUISITES: Eligibility for enrollment in a 1000-level college mathematics course
Credit not available for students who have taken COSC 1301.

GRADE REMINDER: Must have a grade of C or better in each prerequisite course.

CATALOG DESCRIPTION

General study of computer types, capabilities, uses, and limitations from a business-oriented perspective. Use of operating systems and business application software on a microcomputer. Use of network environments to access online resources. Introduction to problem solving using a computer.

PURPOSE OF COURSE

To acquaint students with the capabilities and limitations of different types of digital computers in a business environment. To provide experience in using a microcomputer as a productivity tool in a business environment. To provide practice in operating system utilization on microcomputers. To develop competencies in using business application software and productivity tools. To provide experience in using digital resources to locate information. To introduce students to the concept of information literacy and business information systems. To introduce students to problem solving using a computer.

EDUCATIONAL OBJECTIVES

Upon successful completion of the course, students should be able to:

1. Identify capabilities, limitations and procedures for using computer systems to solve business problems.
2. Discuss the role of computers in society and business.
3. Use digital resources to gather information.
4. Use a microcomputer operating system.
5. Apply concepts of word processing and document design.
6. Apply concepts of electronic spreadsheet design.
7. Develop a web page.
8. Describe how business has been revolutionized by the use of computers.

COURSE CALENDAR

This course meets for a minimum of 37.5 lecture contact hours during the semester. Students have significantly weekly reading, homework assignments and quizzes, three exams and a final exam. Students are expected to prepare for any class assignments or quizzes over the material covered in class or in the reading material. Successful completion of these activities requires at a minimum six additional hours of outside of classroom work each week.

CONTENT

HOURS

General Computer Units.....	3
Course introduction	
Computer history highlights	
System components	
Input/Output	
Storage	
Computers in society (privacy, security, ethics, professions) and business information systems	
Network Environments.....	3

- Data communication principles and equipment
- Using local and wide area networks
- Using e-mail
- Accessing digital resources
- Downloading information from the Internet
- Microcomputer Operating Systems 6
 - System startup (boot) process
 - Graphical environment
 - File types, names, and path information
 - File management and disk organization
 - Executing application software
 - Utility programs
- Word Processing..... 8
 - Word processing environment and help utilities
 - Designing and organizing a document
 - Saving and opening a document
 - Printing a document
 - Cursor movement in the document
 - Creating and editing text
 - Formatting text
 - Formatting the document
 - Language tools
 - Special tools for business communication
 - Columns and tables
 - Graphics objects
 - Document enhancement features
- Electronic spreadsheets 12
 - Spreadsheet environment and help utilities
 - Designing and organizing a spreadsheet
 - Saving and opening a spreadsheet
 - Viewing and printing a spreadsheet
 - Cursor movement in a spreadsheet
 - Formatting text and values in rows, columns and cells
 - Formatting the spreadsheet
 - Types of cell content (value, label)
 - Generalizing solutions using formulas and functions
 - Cell addressing (relative, absolute, mixed)
 - Designing and displaying graphs
 - Special tools for business decision making
- Web Page Development 7
 - Software environment and help utilities
 - Organization and appearance guidelines
 - Text formatting
 - Hyperlinks and navigation elements
 - Graphics and Tables
 - Uploading files to server
- Independent Study of Other Computer Applications and Use in Business 3
- Exams (plus a comprehensive final)..... 3

EXAMINATIONS

Matching, completion, and short answer questions should be used on examinations. Class size permitting, competency/power exams should be given at appropriate occasions. All students must take a comprehensive final.

REFERENCES

Freund, Shelly Cashman Series Microsoft Excel 2016 Introductory, Cengage Learning, 2017.

Vermaat, Shelly Cashman Series Microsoft Word 2016 Complete - Custom Edition, Cengage Learning, 2017.