CIS C105: INTRODUCTION TO BUSINESS OFFICE TECHNOLOGY

Item	Value
Curriculum Committee Approval Date	12/08/2023
Top Code	070200 - Computer Information Systems
Units	3 Total Units
Hours	68 Total Hours (Lecture Hours 54; Lab Hours 14)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

Course Description

Students will explore business applications and collaboration platforms to perform basic business tasks. Topics will include creating documents, spreadsheets, presentations, email and calendaring applications, ethics, and security. The practical application of these concepts and methods will be incorporated through hands-on projects to develop computer-based solutions to real-world business problems. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Demonstrate the use of business applications to complete a given business task.
2. Analyze provided data to develop a report given a business scenario.
3. Operate remote conferencing software to give a presentation.

Course Objectives

• 1. Define how computers are used in business office settings to communicate and collaborate with others both internal and external.
• 2. Describe business software applications and their use to complete basic business tasks.
• 3. Compare and contrast intended purpose of various business software applications.
• 4. Explain email software capabilities and business uses for communication, task management, and scheduling meetings.
• 5. List the features of real-time collaboration software tools.
• 6. Demonstrate the development of a business document by integrating contents from multiple documents.
• 7. Explain how fillable forms and electronic signatures can be used for paperless business transactions.
• 8. Demonstrate the use of remote conferencing software to host a meeting with others.
• 9. Relate the software used in on-site, hybrid, and remote work environments for internal communication and collaboration.
• 10. Discuss the technical skills needed in management for time and task management, follow up, and organizing staff workload.

Lecture Content

The Impact of Technology in a Changing World Technology Impacts Understanding Operating Systems File Management Looking at Computers: Understanding the Parts Digital Computer System Components Device Connectivity Data Storage Using the Internet: Making the Most of the Webs Resources Understanding Web Resources Collaborating and Communicating on the Web Conducting Business over The Web Application Software: Programs That Let You Work and Play Types of applications software for Business Considerations for software licensing and upgrading software System Software: The Operating System, Utility Programs and File Management System Software Operating System Security   Understanding and Assessing Hardware: Evaluating Your System Computer System Hardware System Requirements Networking: Connecting Computing Devices Business and Home Network Components Connectivity Basics Managing Your Digital Lifestyle: Challenges and Ethics IoT and Wearable Technology Ethics Securing Your System: Protecting Your Digital Data and Devices Security Threats System Security File Sharing Security Behind the Scenes: Software Programming Software Project Lifecycle Different Programming Languages Behind the Scenes: Databases and Information Systems Database Concepts Data Storage Behind the Scenes: Networking and Security in the Business World Client/Server Technology Setting Up Business Networks Behind the Scenes: How the Internet Works How the Internet Works Encryption Introduction to Microsoft Excel Worksheets, Functions, Formulas Worksheet Management Representing Data Visually Accessibility Introduction to Microsoft Word Organizing a Document Formatting Appearance and Adding Graphics Working with Tables and Mail Merge Consolidating Documents Accessibility Introduction to Microsoft PowerPoint Create a Basic Presentation Adding Design and Multimedia to a presentation Organizing your presentation Customizing Presentation Accessibility Introduction to Adobe Digital Signatures Signing a Document Saving in another format Accessibility Introduction to Email Software Office 365 Suite Scheduling a meeting using Outlook Calendar Basics in Outlook Other Email (Gmail, Webmail) Introduction to Collaboration Software Microsoft Teams Basics Zoom Basics

Lab Content

Introductory concepts of working with the Windows or macOS Desktop, finding and organizing files, working with folders and files Create, modify, save and share a document Create and customize a multipage report with graphics Insert and format a table in a document Create a mail merge document Introductory concepts of working with electronic spreadsheets Create and work with business data and formulas in spreadsheets Create custom tables, lookup tables, and subtotals in electronic spreadsheets Create a basic chart from business data and apply chart styles and colors Customize data to create pivot tables and basic data analysis for business decisions Create, modify, configure, and run a PowerPoint presentation Insert a chart, an object, document, and spreadsheet into a PowerPoint presentation Create and schedule a Microsoft Teams meeting Share content during a Microsoft Teams meeting Create and send email messages using email software and web based email products Schedule a meeting using email messaging software Create and Use video conferencing software to host a meeting and share content Create a PDF document with signatures

Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)
- Lab (04)
- DE Live Online Lab (04S)
- DE Online Lab (04X)
- Self-Paced (SP)

Instructional Techniques

Learning strategies might include lecture, one-on-one interaction, small-group activities, and hands-on demonstration. Student evaluation methods may include computerized quizzes, computerized tests, discussion forums, and hands-on assignment demonstration.

Reading Assignments

Read about business applications to complete tasks. Read about digital security, ethics, and privacy. Read about file sharing and storing documents at home and in the business setting. Read about entering data and producing and communicating information.

Writing Assignments

Written assignments based on security and technology concepts. Discussions based on information systems, applications, cloud services, used in business. Prepare presentation slides for remote presentation.

Out-of-class Assignments

Written assignments based on security and technology concepts. Review training videos. Hands-on projects using word processing programs. Hands-on projects using electronic spreadsheets. Hands-on projects using presentation software. Hands-on projects using cloud and email software. Hands-on projects using remote conferencing software. Complete quizzes and/or exams.

Demonstration of Critical Thinking

Problem-solving to find appropriate business software applications based on business scenario. Assessment of best practices using features of word processing, electronic spreadsheets, and presentation software. Assessment of collaboration and communication techniques.

Required Writing, Problem Solving, Skills Demonstration

Project-based assignments designed to understand and use business applications. Problem-solving and communicating business tasks using documents, spreadsheets, and presentation software. Knowledge and use of email applications and cloud storage. Presentation of business related document. One to three computer-based skills demonstrations per module.

Eligible Disciplines

Computer information systems (computer network installation, microcomputer ...: Any bachelors degree and two years of professional experience, or any associate degree and six years of professional experience. Computer service technology: Any bachelors degree and two years of professional experience, or any associate degree and six years of professional experience.

Textbooks Resources

1. Required Poatsy, M., Mulbery, K., Hogan, L., Davidson, J., Williams, J. Rutledge, A., Kosharek, D. Exploring 365, 2021 Edition, ed. Hoboken: Pearson Education, Inc., 2023 2. Required Poatsy, M., Kosharek, D. Exploring Microsoft 365: PowerPoint 2021, ed. Hoboken: Pearson Education, Inc., 2023 3. Required Poatsy, M., Kosharek, D. Exploring Microsoft 365: Word 2021, ed. Hoboken: Pearson Education, Inc., 2023 4. Required Davidson, J., Mulbery K. Exploring Microsoft 365: Excel 2021, ed. Hoboken: Pearson Education, Inc., 2023 5. Required Evans, A., Martin, K., Poatsy, M. Technology in Action, 18 ed. Hoboken: Pearson Education, Inc., 2024

Other Resources

1. Coastline Library 2. White papers, security reports, and articles are available at no charge to all students at multiple sites as recommended by the instructor.