



ARTICULATION TEMPLATE

General Course Title: Introduction to Computer Information Systems/Applications	
General Course Description: A non-programming introduction to information systems and personal computer applications. Provides preparation for students seeking Microsoft Office Specialist (MOS) certification for MS Word, MS Excel, MS Access, and MS PowerPoint.	
College Prerequisite(s):	HS/ROCP Prerequisite(s):
Advisories/Recommendations:	
Course Content: <ol style="list-style-type: none"> 1. Computing Fundamentals – the student will be able to use a computer operating system for file management, such as creating, locating and managing files and folders and using appropriate application software. 2. Information competency/literacy the student will be able to use Internet tools to locate appropriate information sources and authoritative databases to evaluate simple business scenarios. 3. Computer ethics the student will be able to identify issues related to <ol style="list-style-type: none"> a. Copyright infringement b. Invasion of privacy c. Plagiarism d. Viruses e. Criminal use and abuse/consequences and f. Online privacy and security 4. Hardware and peripherals -- the student will be able to identify and use appropriate hardware components for LAN and WAN operations and basic troubleshooting. 5. Applications Software <ol style="list-style-type: none"> a. Spreadsheets -- the student will be able to design, create, format and modify worksheets, create, edit and use algebraic formulas, and create and modify charts and templates b. Word Processing -- the student will be able to create, edit, format, and print documents, and create and modify tables. c. Database – the student will be able to create, modify and sort database and create simple queries. d. Presentation software – the student will be able to design and create presentations and design principles. <p>Online Fundamentals/Internet the student will be able to use a variety of Internet tools such as the www, email, browsers, search engines, online communities, and information competencies/resources to solve problems and make informed decisions.</p>	

Competencies and Skill Requirements (Use additional pages as necessary)

At the conclusion of this course, the student should be able to:

1. given a scenario, locate appropriate Internet information sources and authoritative databases sources to provide a solution to the business problem.
2. given a scenario, identify fraudulent use of copyright infringement, security and privacy issues and their consequences.
3. demonstrate use of a word processing program to produce a basic printed letter, memo, or report that contains text, graphics and appropriate formatting.
4. demonstrate use of a spreadsheet program to produce a basic worksheet and printed report that contains appropriate formatting, correct formulas, and simple charts.
5. demonstrate use of a database program to produce a basic database and printed report that contains appropriate formatting, table structure and simple query formulas.
6. demonstrate use of a presentation program to produce basic presentations and printed handouts that contain appropriate formatting and graphics.
- 7.

Measurement Methods (include any industry certification or licensure):

Problem solving exercises; written reports; examinations; skill demonstrations; class and individual projects, online projects and tests.

Sample Textbooks or Other Support Materials (including Software):

Computer Concepts BASICS, 4th Edition , Dolores J. Wells, ISBN-10:1423904621 | ISBN-13:9781423904625

DDC Learning Microsoft Office 2007, 0-13-363944-4

Discovering Computers 2011, Living in a Digital World Shelly,ISBN-10:1439079269 | ISBN-13:9781439079263

HTML, JavaScript, and Advanced Internet Technologies BASICS, Barksdale and Turner
[9780619266271](#)

Microsoft Office 2007

Microsoft Office 2007: Introductory Concepts and Techniques, Windows Vista Edition, 1st Edition, Gary B. Shelly, Thomas J. Cashman, Misty E. Vermaat ISBN-10:1423912314 | ISBN-13:9781423912316

Microsoft Office 2010

DWG Facilitator's Signature:

Date:

[Office use only.]

[Office use only.]

TOPs Code:

Internal Tracking Number:

Date Accepted by Steering Committee: