Course Information Form (CIF)

Course Code: CIS 200 (IAI BUS 902)

Course Title: Business Computer Systems

Department: Business/Computer Science and Technologies
Effective Date: Summer 2026
PCS Code: 1.1 - Baccalaureate/Transfer
CIP Code: 11.0901
Repeatability: 0

Credit Hours

Catalog Notation: 2-2-3
Credit Hour Distribution:

Lecture: 2	Lab: 2	Clinical: 0	**Total: 3**

General Course Information

Catalog Description

Management information systems, systems analysis and design techniques, terminology, equipment, and applications. Hands-on experience with microcomputers including software packages (spreadsheets, database presentation, and word processing) for data analysis and business presentations.

General Course Objectives

To give student basic understanding of information systems and software applications for use in business.

Minimum Placement Levels

English	Reading	Math
None	None	Placement out of MAT 060

Prerequisites

None

Methods of Evaluation

10-15 lab projects using standard business applications; 10-15 discussion assignments covering current issues in technology; Final Project utilizing presentation software to research issue in technology covered over the semester.

Instructional Materials and Additional Supplies

Cirrus for Our Digital World, Marquee Office, and Windows 10 2019 : 6-month, Author: Rutkosky. ISBN 9780763894498

Students in online sections who plan to complete their work at home will need a broadband Internet connection and a computer capable of running a Windows operating system and Office Professional current edition.

Course Content

General Learning Outcomes (GLOs)

- Technology: Students will demonstrate the ability to evaluate, select, and appropriately use current and emerging tools.

Course Segments and Student Learning Outcomes

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Overview of Computers and Information Systems	1. Explain components and categories of information systems and applications of Information Technology in business.	1	1	0
The Internet and the World Wide Web	1. Use a popular web browser to access internet resources and complete course assignments; and discuss internet access alternatives. 2. Explain the impact of the internet on business and society.	3	1	0
Hardware Components	1. Define input, output, processing, storage, and communications devices.	4	0	0
System Software	1. Define operating systems and utilities. 2. Describe various utility programs and how they are used to maintain a computer. 3. Discuss the history of operating systems and identify future trends.	4	0	0
Application Software	1. Explain the role of application software and select among the major categories of application software, including mobile applications. 2. Explain computer languages, personnel, and processes required to develop applications. 3. Describe the software development life cycle. 4. Explain software pricing and delivery methods and define cloud computing.	4	0	0
Communications and Networks	1. Describe fundamental concepts of data communications and its growing impact on the business environment.	4	0	0
Utilizing the Social Web	1. Discuss and use online collaboration and communication tools, such as blogs, wikis, and social networks and explain media sharing. 2. Discuss the ethical issues that emerge from the social web.	4	0	0
Security, Privacy, and Ethics	1. Identify and protect against network and internet risks. 2. Explain the security risks of mobile devices. 3. Summarize responsibilities and risks of data custodianship.	4	0	0
Internet Communications	1. Communicate using email and online discussion forums.	2	0	0
Word Processing	1. Apply general applications and the use of word processing software.	0	7	0

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Spreadsheets	1. Apply fundamental concepts, general applications, decision support models, and the use of spreadsheet software.	0	7	0
Database Management	1. Apply fundamental concepts, general applications, and the use of database management software. 2. Design queries and create reports.	0	7	0
Presentation Software	1. Apply fundamental concepts and use of presentation software.	0	7	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
30	30	0