

CIS 105 – Introduction to Information Systems

Course Description

This course introduces students to the general purpose of information systems in organizations and their use of personal productivity software. Students will demonstrate tasks in common application software to include word processing, web browsing, spreadsheet modeling, database management, and presentation graphics.

Instructional Materials

Pinard, K. T. (2012). *CMPTR* (1st ed.). Boston, MA: Course Technology Cengage Learning

Course Learning Outcomes

1. Describe the purpose and use of contemporary information systems in organizations.
2. Distinguish among computing technologies in use by modern organizations.
3. Recognize common features of personal productivity software.
4. Use word processing software to create and format documents.
5. Understand and use the features of electronic mail.
6. Use web browsing software to search and navigate online web sites.
7. Use spreadsheet modeling techniques to create and format spreadsheets.
8. Use database management software to develop and query a database.
9. Use presentation graphic software to create and format presentations.
10. Use technology and information resources to research issues in information systems.
11. Write clearly and concisely about introductory information systems topics using proper writing mechanics and technical style conventions.