CIS 2201 Weekly Learning Objectives

Week	Learning Objectives Assignment	Objectives
1	Syllabus	Read Start Here AND the syllabus to become familiar with the
	зупавиз	requirements of the course. Follow the instructions in Start Here.
2	Connect/Computer Concepts and Applications Computers in Business	 After completing this chapter, you will be able to: 1. Understand ethical employee behavior 2. Understand the use of computers in business communication 3. Understand the importance of data security in business 4. Understand business information systems roles 5. Understand computer-based business information systems 6. Understand levels of business information management 7. Understand blockchain and cryptocurrency
	MS Office 2021 SIMBook Exercise 1 Windows (no project associated with this exercise)	After completing this chapter, you will be able to: SLO (Student Learning Outcomes) Intro. 1 Explore select features of Windows (p. Intro-2). SLO Intro. 2 Use basic features of Microsoft Office and navigate the Office working environment (p. Intro-12). SLO Intro. 3 Create, save, close, and open Office files (p. Intro- 19). SLO Intro. 4 Customize the view and display size in Office applications and work with multiple Office files (p. Intro-29). SLO Intro. 5 Print, share, and customize Office files (p. Intro-32). SLO Intro. 6 Use the Ribbon, tabs, groups, dialog boxes, task panes, galleries, and the Quick Access toolbar (p. Intro-36). SLO Intro. 7 Use context menus, mini toolbar, keyboard shortcuts, and function keys in Office applications (p. Intro-41). SLO Intro. 8 Organize and customize Windows folders and Office files (p. Intro-46).
	MS Office 2021 SIMbook Exercise 2 & Project 1 MS Word Chapter 1	After completing this chapter, you will be able to: SLO 1.1 Create, save, and open a Word document (p. W1-3). SLO 1.2 Customize a document by entering and selecting text, using word wrap, and using AutoComplete, AutoCorrect, and AutoFormat features (p. W1-7). SLO 1.3 Format a document using paragraph breaks, line breaks, spaces, and non-breaking spaces (p. W1-10). SLO 1.4 Edit a document using cut, copy, paste, the Clipboard, and the undo, redo, and repeat features (p. W1-15). SLO 1.5 Customize a document using different fonts, font sizes, and attributes (p. W1-18). SLO 1.6 Format a document using text alignment and line and paragraph spacing (p. W1-28). SLO 1.7 Finalize a document using Word's research, proofing, and learning tools (p. W1-32).

		SLO 1.8 Apply custom document properties to a document (p. W1-39).
3	Connect/Computer Concepts and Applications Computer Hardware	Computer Hardware After completing this chapter, you will be able to: 1. Understand what a computer is 2. Understand the different types of computers 3. Understand the components of a computer 4. Understand how a computer works
	MS Office 2021 SIMBook Exercise 3 & Project 2 MS Word Chapter 2	 After completing this chapter, you will be able to: SLO 2.1 Format a document by customizing margins, page orientation, paper size, vertical alignment, and page movement (p. W2-70). SLO 2.2 Improve alignment and page layout by setting, using, and editing tab stops in a document (p. W2-74). SLO 2.3 Apply indents to control text alignment (p. W2-78). SLO 2.4 Enhance document layout by inserting page numbers, headers, and footers (p. W2-84). SLO 2.5 Control pagination with page and section breaks (p. W2-91). SLO 2.6 Use customized bulleted and numbered lists to effectively present information (p. W2-93). SLO 2.7 Apply styles and themes to improve consistency in document format (p. W2-97). SLO 2.8 Use find and replace to edit a document and use the Resume Assistant to customize a resume (p. W2-102). SLO 2.9 Improve overall document design and format with borders, shading, horizontal lines, and hyperlinks (p. W2-105).
4	Connect/Computer Concepts and Applications Computer Input & Computer Output (2 chapters)	Computer Input After completing this chapter, you will be able to: 1. Understand input 2. Understand keyboards 3. Understand pointing devices 4. Understand audio input 5. Understand biometrics 6. Understand biometrics 6. Understand image input devices 7. Understand how cameras work 8. Understand webcams 9. Understand scanners 10. Understand radio frequency input devices 11. Understand adaptive input devices 12. Understand combination input devices 13. Understand combination input devices 14. Understand combination input devices 15. Understand combination input devices 16. Understand combination input devices 17. Understand combination input devices 18. Understand combination input devices 19. Understand combination input devices 10. Understand combination input devices 10. Understand combination input devices

r		
		3. Understand televisions
		4. Understand printers
		5. Understand audio output
		6. Understand projectors
		7. Understand optical media
		8. Understand ergonomics
	MS Office 2021 SIMBook Exercise 4 &	After completing this chapter, you will be able to: SLO 1.1 Create, open, and save a presentation (p. P1-3).
	Project 3 MS PowerPoint Chapter 1	SLO 1.2 Work with slides, layouts, placeholders, and text (p. P1- 13).
		SLO 1.3Navigate between slides and organize content by
		reproducing and rearranging slides (p. P1-28).
		SLO 1.4Change theme colors and fonts (p. P1-34).
		SLO 1.5Insert headers and footers to add identifying information (p. P1-38).
		SLO 1.6Insert, resize, and align a picture from a file (p. P1-42).
		SLO 1.7Apply and modify transition effects to add visual interest (p. P1-45).
		SLO 1.8Preview a presentation and print slides, handouts, and
		outlines (p. P1-47).
		SLO 1.9Apply presentation properties (p. P1-50).
5	Connect/Computer Concepts	After completing this chapter, you will be able to:
	and Applications	1. Understand storage and memory
	Computer Storage	2. Understand storage media
		3. Understand storage devices
		4. Understand cloud storage
		5. Understand file compression
		6. Understand emerging storage options
	MS Office 2021	After completing this chapter, you will be able to:
	SIMBook Exercise 5 &	SLO 2.1Work with shapes, styles, effects, and colors (p. P2-79).
	Project 4 MS PowerPoint	SLO 2.2Work with Microsoft 365 Creative Content (p. P2-91).
	Chapter 2	SLO 2.3Enhance pictures, search for pictures, and compress picture file size (p. P2-98).
		SLO 2.4Create a table to organize information in a grid format of columns and rows (p. P2-110).
		SLO 2.5Format a table by applying styles, colors, and effects (p. P2-115).
		SLO 2.6Create SmartArt graphics to show processes and relationships (p. P2-121).
		SLO 2.7Format a SmartArt graphic by applying styles, colors, and effects (p. P2-124).
		SLO 2.8Create charts to show relationships between data values and emphasize data in different ways (p. P2-129).
		SLO 2.9Format a chart by applying preset styles or customizing individual chart elements (p. P2-124).
		$\frac{1}{10000000000000000000000000000000000$

C	Connect/Computer Concerts	After completing this chapter years ill be able to:
6	Connect/Computer Concepts	After completing this chapter, you will be able to:
	and Applications	1. Describe how spreadsheets are used
	Spreadsheets	2. Define the four main types of spreadsheets: Microsoft
		Excel, OpenOffice Calculate, Google Sheets, and Apple
		Numbers
		3. Describe the basics of using a spreadsheet: opening an
		saving
		4. Understand what the comma-separated format is and whit
		it is used
		5. Define common spreadsheet characteristics relating to row,
		columns, and cells
		6. Define basic spreadsheet functions including AutoSUM,
		Average, Count, Min, Max, and Payment
		7. Describe more advanced spreadsheet characteristics
		including pivot tables, VLookup, and Hlookup
		8. Describe the use of charts and graphs
		9. Describe the use of color in spreadsheets
		10. Be able to use math principles including order of
		operations, percentages, averages, and calculating
		payments on a loan
	MS Office 2021	After completing this chapter, you will be able to:
	SIMBook Exercise 6 &	SLO 1.1 Create, save, and open an Excel workbook (p. E1-3).
	Project 5 MS Excel Chapter 1	SLO 1.2Enter and edit labels and values in a worksheet (p. E1-8).
		SLO 1.3Use functions to build a simple formula (p. E1-22).
		SLO 1.4Format cell data with font attributes, borders, fill, cell
		styles, and themes (p. E1-27).
		SLO 1.5Modify columns, rows, and sheets in a workbook (p. E1-
		37).
		SLO 1.6Navigate in a workbook (p. E1-49).
		SLO 1.7Modify screen appearance of a workbook by adjusting
		zoom size, changing views, and freezing panes (p. E1-52).
		SLO 1.8Manage page setup options, print settings, and
		document properties (p. E1-58).
7	Connect/Computer Concepts	After completing this chapter, you will be able to:
	and Applications	1. Understand system software
	Computer Software and Buying a	2. Understand applications software
	Computer	3. Understand software licenses
		4. Understand how to prepare a computer for maximum
		efficiency
		5. Understand computer purchases
	MS Office 2021	After completing this chapter, you will be able to:
	SIMBook Exercise 7 &	SLO 2.1 Build and edit basic formulas (p. E2-106).
	Project 6 MS Excel Chapter 2	SLO 2.2 Set mathematical order of operations in a formula (p.
		E2-109).
		SLO 2.3Use absolute, mixed, relative, and 3D references in a
		formula (p. E2-111).

[SLO 2 Allso formula auditing tools in a workshoot (n. E2 120)
		 SLO 2.4Use formula auditing tools in a worksheet (p. E2-120). SLO 2.5Work with Statistical and Date & Time functions (p. E2-127).
		SLO 2.6Use functions from the Financial, Logical, and Lookup & Reference categories (p. E2-135).
		SLO 2.7Work with Text functions (p. E2-150).
		SLO 2.8Build functions from the Math & Trig category (p. E2-
		152).
8	Connect/Computer Concepts	Programming
	and Applications	After completing this chapter, you will be able to:
	Programming &	1. Understand why to study programming
	File Management	2. Understand the software development process
	(2 chapters)	3. Understand the program development life cycle
		4. Understand the system development life cycle
		File Management
		After completing this chapter, you will be able to:
		1. Understand folders
		2. Understand files
		3. Understand the Recycle Bin
		4. Understand file management with the Cloud
	MS Office 2021	After completing this chapter, you will be able to:
	SIMBook Exercise 8 &	SLO 3.1 Create Excel chart objects and chart sheets (p. E3-203).
	Project 7 MS Excel Chapter3	SLO 3.2Design charts by changing the layout, style, colors, and type (p. E3-208).
		SLO 3.3Manage chart elements including titles, data labels, gridlines, and trendlines (p. E3-218).
		SLO 3.4Format chart elements with shape styles, fill, outlines,
		and special effects (p. E3-225).
		SLO 3.5Enhance a chart with icons, shapes, WordArt, and Alt
		Text (p. E3-231).
		SLO 3.6Build pie charts, line charts, and combo charts (p. E3- 240).
		SLO 3.7Create specialty charts (p. E3-247).
		SLO 3.8Insert and format sparklines in a worksheet (p. E3-252).
9	Connect/Computer Concepts	After completing this chapter, you will be able to:
-	and Applications	1. Understand cellular phones
	Mobile Devices	2. Understand cellular service and service providers
		3. Understand cellular phone manufacturers
		4. Understand cellular phone operating systems
		5. Understand tablet computers
		6. Understand tethering
		7. Understand syncing
		8. Understand cell phone apps
		9. Understand messaging systems
	MS Office 2021	After completing this chapter, you will be able to:
		Arter completing this chapter, you will be able to.

	SIMBook Exercise 9 & Project 8 MS Excel Chapter 4	 SLO 4.1Create and format a list as an Excel table (p. E4-292). SLO 4.2Apply Conditional Formatting rules as well as Color Scales, Icon Sets, and Data Bars (p. E4-298). SLO 4.3Sort data by one or more columns or by attribute (p. E4-
		302). SLO 4.4Filter data by using AutoFilters and by creating an Advanced Filter (p. E4-311).
		SLO 4.5Use subtotals, groups, and outlines for tabular data in a worksheet (p. E4-314).
		SLO 4.6Import data from text and database files and export data from a workbook (p. E4-319).
		SLO 4.7Transform data using Flash Fill and Text functions (p. E4- 333).
		SLO 4.8Build and format a PivotTable (p. E4-337).
10	Connect/Computer Concepts and Applications	After completing this chapter, you will be able to: 1. Understand the Internet
	Networking and Connecting to	2. Understand Internet Service
	the Internet	3. Understand transmission media
		4. Understand networking communication devices
		5. Understand IP addresses
		6. Understand Internet service providers (ISPs)
		7. Understand how to set up a wireless network
		8. Understand the World Wide Web (WWW)
		9. Understand URLs and Internet Protocols
		10. Understand types of networks
		11. Understand cloud computing
	MS Office 2021	After successfully completing the Excel Capstone Project with a
	Project 9 MS Excel Capstone (Note: There is no SIMbook Exercise assigned this week.)	score of at least 90%, you will earn a certificate of completion from McGraw Hill.
11	Connect/Computer Concepts	Databases
	and Applications	After completing this chapter, you will be able to:
	Databases & Data Analytics	1. Understand databases
	(2 chapters)	2. Understand database management system subsystems
		3. Understand types of databases
		4. Understand Big Data
		5. Understand data mining
		Data Analytics
		After completing this chapter, you will be able to:
		1. Understand data analytics and data ecosystems
		2. Understand skills and characteristics of data analysts
		3. Understand data-driven decision making
		 Understand spreadsheets and databases Understand using SQL to communicate with databases
		6. Understand data visualization
		 Onderstand data visualization Understand selecting and using the right data
L		

12	MS Office 2021 SIMBook Exercise 10 & Project 10 MS Access Chapter 1	 After completing this chapter, you will be able to: SLO 1.1 Explain data organization concepts, use the Access Navigation Pane, and identify objects (p. A1-3). SLO 1.2Create a database; set database properties; understand database object naming conventions and data types; create and manipulate database objects; and open, close, back up, and recover a database (p. A1-12). SLO 1.3Create a table in Datasheet view, edit the default primary key, add a new field, edit field and table properties, save a table, enter records into a table, and understand edit and navigation modes (p. A1-21). SLO 1.4Import data records from Excel (p. A1-34). SLO 1.5Navigate table records in Datasheet view and customize a datasheet by modifying field order, row height, column width, field alignment, font style and size, row colors, and gridlines. Hide and unhide fields and add total rows (p. A1-36). SLO 1.6Search, sort, and filter records in a table (p. A1-47).
12	and Applications Web Design and Development	 Understand the different ways websites are created Understand how browsers, servers, and websites interact Understand how HTML, CSS, and other programming languages are used to create websites Understand the various jobs and skills associated with creating websites
	MS Office 2021 SIMBook Exercise 11 & Project 11 MS Access Chapter 2	 After completing this chapter, you will be able to: SLO 2.1 Create a table in Design view; add new fields; define a primary key; delete fields; save, close, rename, and open a table; and switch between Datasheet and Design views (p. A2-85). SLO 2.2Set field properties including Field Size, Format, Caption, Default Value, Required, and New Values (p. A2-89). SLO 2.3Explain data integrity and data validation concepts and options (p. A2-96). SLO 2.4Create field and record validation rules, test rules, create validation text, create lookup fields, and define an input mask (p. A2-98). SLO 2.5Change field properties after records are added into a table (p. A2-111). SLO 2.6Explain relational database principles, understand the steps that must be taken to design a database, create relationships between tables, implement referential integrity, and delete and edit relationships (p. A2-117). SLO 2.7Preview and print the contents of a table (p. A2-126). SLO 2.8Manage a database using the Compact & Repair Database utility (p. A2-128).

13	Connect/Computer Concepts	After completing this chapter, you will be able to:
	and Applications	1. Understand cybercrime
	Computer Security	2. Understand hackers
		3. Understand malware
		4. Understand online nuisances
		5. Understand cookies
		6. Understand firewalls
		7. Understand filters
		8. Understand the importance of keeping your digital device
		secure
		9. Understand safe browsing
	MS Office 2021	After completing this chapter, you will be able to:
	SIMBook Exercise 12 &	SLO 3.1 Understand queries and use the Simple Query Wizard to
	Project 12 MS Access Chapter 3	create and run a query (p. A3-160).
		SLO 3.2Create a query in Design view, add fields, and save and run a query (p. A3-161).
		SLO 3.3Add criterion into a query, use comparison operators,
		and create criteria with wildcards (p. A3-168).
		SLO 3.4Integrate filtering, sorting, and limiting fields and records
		that display (p. A3-173).
		SLO 3.5Use the AND and OR operators to include multiple
		criteria in a query (p. A3-179).
		SLO 3.6Create and use a parameter query (p. A3-184).
		SLO 3.7Build a query that uses a calculated field (p. A3-190).
		SLO 3.8Create and use a summary query using aggregate
		functions (p. A3-195).
		SLO 3.9Understand and build a crosstab query (p. A3-199).
14	Connect/Computer Concepts	After completing this chapter, you will be able to:
	and Applications	1. Understand what is meant by a digital identity
	Social Media and Your Digital	2. Understand Internet privacy
	Identity	3. Understand intellectual property rights on the Internet
		 Understand e-commerce Understand social media risks
		6. Understand electronic etiquette
		 Understand employee-monitoring software Understand personal branding and the Internet
		 Onderstand personal branding and the internet Understand ethical behavior in the digital age
		10. Understand computer gaming
		11. Understand ergonomics
	MS Office 2021	After completing this chapter, you will be able to:
	SIMBook Exercise 13 &	SLO 4.1 Create a simple form using quick create options, and
	Project 13 MS Access Chapter 4	save, modify, and delete a form (p. A4-228).
		SLO 4.2Create a blank form, understand controls and control
		layouts, customize a form in Layout view, adjust control
		positions, sort records on a form, add a title, date or logo to a
		form, add and modify a label, and create a form from a

15	Connect/Computer Concepts and Applications Emerging Technologies	 template (p. A4-237). SLO 4.3Restrict a form to data entry, limit user edits and deletions on a form, add command buttons, and test a form (p. A4-250). SLO 4.4Create a simple report with the Report Wizard, and save, modify, and delete a report (p. A4-257). SLO 4.5Create a blank report, understand controls and control layouts, customize a report in Layout view, adjust control positions, add a title, logo, date, and page numbers to a report, and add and modify a label (p. A4-265). SLO 4.6Enhance a report by adding grouping, sorting, and totals in Layout view (p. A4-275). SLO 4.7Integrate conditional formatting into a report (p. A4-279). SLO 4.8Preview, modify print settings, print a report, and format and print a report with multiple columns (p. A4-281). After completing this chapter, you will be able to: Understand emerging technologies in medicine Understand emerging technologies in computing Understand emerging technologies in computing Understand emerging technologies in political science
	MS Office 2021 Project 14 MS Access Capstone (Note: There is no SIMbook Exercise assigned this week.)	After successfully completing the Access Capstone Project with a score of at least 90%, you will earn a certificate of completion from McGraw Hill.