

CIS 2201

Weekly Learning Objectives

Week	Assignment	Objectives
1	Syllabus	Read Start Here AND the syllabus to become familiar with the requirements of the course. Follow the instructions in Start Here.
2	<p>Connect/Computer Concepts and Applications Computers in Business</p> <p>MS Office 2021 SIMBook Exercise 1 Windows (no project associated with this exercise)</p> <p>MS Office 2021 SIMbook Exercise 2 & Project 1 MS Word Chapter 1</p>	<p>After completing this chapter, you will be able to:</p> <ol style="list-style-type: none"> 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 <p>After completing this chapter, you will be able to:</p> <p>SLO (Student Learning Outcomes) Intro. 1 Explore select features of Windows (p. Intro-2).</p> <p>SLO Intro. 2 Use basic features of Microsoft Office and navigate the Office working environment (p. Intro-12).</p> <p>SLO Intro. 3 Create, save, close, and open Office files (p. Intro-19).</p> <p>SLO Intro. 4 Customize the view and display size in Office applications and work with multiple Office files (p. Intro-29).</p> <p>SLO Intro. 5 Print, share, and customize Office files (p. Intro-32).</p> <p>SLO Intro. 6 Use the Ribbon, tabs, groups, dialog boxes, task panes, galleries, and the Quick Access toolbar (p. Intro-36).</p> <p>SLO Intro. 7 Use context menus, mini toolbar, keyboard shortcuts, and function keys in Office applications (p. Intro-41).</p> <p>SLO Intro. 8 Organize and customize Windows folders and Office files (p. Intro-46).</p> <p>After completing this chapter, you will be able to:</p> <p>SLO 1.1 Create, save, and open a Word document (p. W1-3).</p> <p>SLO 1.2 Customize a document by entering and selecting text, using word wrap, and using AutoComplete, AutoCorrect, and AutoFormat features (p. W1-7).</p> <p>SLO 1.3 Format a document using paragraph breaks, line breaks, spaces, and non-breaking spaces (p. W1-10).</p> <p>SLO 1.4 Edit a document using cut, copy, paste, the Clipboard, and the undo, redo, and repeat features (p. W1-15).</p> <p>SLO 1.5 Customize a document using different fonts, font sizes, and attributes (p. W1-18).</p> <p>SLO 1.6 Format a document using text alignment and line and paragraph spacing (p. W1-28).</p> <p>SLO 1.7 Finalize a document using Word’s research, proofing, and learning tools (p. W1-32).</p>

		SLO 1.8 Apply custom document properties to a document (p. W1-39).
3	<p>Connect/Computer Concepts and Applications Computer Hardware</p> <p>MS Office 2021 SIMBook Exercise 3 & Project 2 MS Word Chapter 2</p>	<p>Computer Hardware</p> <p>After completing this chapter, you will be able to:</p> <ol style="list-style-type: none"> 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 <p>After completing this chapter, you will be able to:</p> <p>SLO 2.1 Format a document by customizing margins, page orientation, paper size, vertical alignment, and page movement (p. W2-70).</p> <p>SLO 2.2 Improve alignment and page layout by setting, using, and editing tab stops in a document (p. W2-74).</p> <p>SLO 2.3 Apply indents to control text alignment (p. W2-78).</p> <p>SLO 2.4 Enhance document layout by inserting page numbers, headers, and footers (p. W2-84).</p> <p>SLO 2.5 Control pagination with page and section breaks (p. W2-91).</p> <p>SLO 2.6 Use customized bulleted and numbered lists to effectively present information (p. W2-93).</p> <p>SLO 2.7 Apply styles and themes to improve consistency in document format (p. W2-97).</p> <p>SLO 2.8 Use find and replace to edit a document and use the Resume Assistant to customize a resume (p. W2-102).</p> <p>SLO 2.9 Improve overall document design and format with borders, shading, horizontal lines, and hyperlinks (p. W2-105).</p>
4	<p>Connect/Computer Concepts and Applications Computer Input & Computer Output (2 chapters)</p>	<p>Computer Input</p> <p>After completing this chapter, you will be able to:</p> <ol style="list-style-type: none"> 1. Understand input 2. Understand keyboards 3. Understand pointing devices 4. Understand audio input 5. 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 <p>Computer Output</p> <p>After completing this chapter, you will be able to:</p> <ol style="list-style-type: none"> 1. Understand output 2. Understand computer monitors

	<p>MS Office 2021 SIMBook Exercise 4 & Project 3 MS PowerPoint Chapter 1</p>	<ol style="list-style-type: none"> 3. Understand televisions 4. Understand printers 5. Understand audio output 6. Understand projectors 7. Understand optical media 8. Understand ergonomics <p>After completing this chapter, you will be able to:</p> <p>SLO 1.1 Create, open, and save a presentation (p. P1-3).</p> <p>SLO 1.2 Work with slides, layouts, placeholders, and text (p. P1-13).</p> <p>SLO 1.3 Navigate between slides and organize content by reproducing and rearranging slides (p. P1-28).</p> <p>SLO 1.4 Change theme colors and fonts (p. P1-34).</p> <p>SLO 1.5 Insert headers and footers to add identifying information (p. P1-38).</p> <p>SLO 1.6 Insert, resize, and align a picture from a file (p. P1-42).</p> <p>SLO 1.7 Apply and modify transition effects to add visual interest (p. P1-45).</p> <p>SLO 1.8 Preview a presentation and print slides, handouts, and outlines (p. P1-47).</p> <p>SLO 1.9 Apply presentation properties (p. P1-50).</p>
5	<p>Connect/Computer Concepts and Applications Computer Storage</p> <p>MS Office 2021 SIMBook Exercise 5 & Project 4 MS PowerPoint Chapter 2</p>	<p>After completing this chapter, you will be able to:</p> <ol style="list-style-type: none"> 1. Understand storage and memory 2. Understand storage media 3. Understand storage devices 4. Understand cloud storage 5. Understand file compression 6. Understand emerging storage options <p>After completing this chapter, you will be able to:</p> <p>SLO 2.1 Work with shapes, styles, effects, and colors (p. P2-79).</p> <p>SLO 2.2 Work with Microsoft 365 Creative Content (p. P2-91).</p> <p>SLO 2.3 Enhance pictures, search for pictures, and compress picture file size (p. P2-98).</p> <p>SLO 2.4 Create a table to organize information in a grid format of columns and rows (p. P2-110).</p> <p>SLO 2.5 Format a table by applying styles, colors, and effects (p. P2-115).</p> <p>SLO 2.6 Create SmartArt graphics to show processes and relationships (p. P2-121).</p> <p>SLO 2.7 Format a SmartArt graphic by applying styles, colors, and effects (p. P2-124).</p> <p>SLO 2.8 Create charts to show relationships between data values and emphasize data in different ways (p. P2-129).</p> <p>SLO 2.9 Format a chart by applying preset styles or customizing individual chart elements (p. P2-134).</p>

		<p>SLO 2.4 Use formula auditing tools in a worksheet (p. E2-120).</p> <p>SLO 2.5 Work with Statistical and Date & Time functions (p. E2-127).</p> <p>SLO 2.6 Use functions from the Financial, Logical, and Lookup & Reference categories (p. E2-135).</p> <p>SLO 2.7 Work with Text functions (p. E2-150).</p> <p>SLO 2.8 Build functions from the Math & Trig category (p. E2-152).</p>
8	<p>Connect/Computer Concepts and Applications Programming & File Management (2 chapters)</p> <p>MS Office 2021 SIMBook Exercise 8 & Project 7 MS Excel Chapter3</p>	<p>Programming After completing this chapter, you will be able to:</p> <ol style="list-style-type: none"> 1. Understand why to study programming 2. Understand the software development process 3. Understand the program development life cycle 4. Understand the system development life cycle <p>File Management After completing this chapter, you will be able to:</p> <ol style="list-style-type: none"> 1. Understand folders 2. Understand files 3. Understand the Recycle Bin 4. Understand file management with the Cloud <p>After completing this chapter, you will be able to:</p> <p>SLO 3.1 Create Excel chart objects and chart sheets (p. E3-203).</p> <p>SLO 3.2 Design charts by changing the layout, style, colors, and type (p. E3-208).</p> <p>SLO 3.3 Manage chart elements including titles, data labels, gridlines, and trendlines (p. E3-218).</p> <p>SLO 3.4 Format chart elements with shape styles, fill, outlines, and special effects (p. E3-225).</p> <p>SLO 3.5 Enhance a chart with icons, shapes, WordArt, and Alt Text (p. E3-231).</p> <p>SLO 3.6 Build pie charts, line charts, and combo charts (p. E3-240).</p> <p>SLO 3.7 Create specialty charts (p. E3-247).</p> <p>SLO 3.8 Insert and format sparklines in a worksheet (p. E3-252).</p>
9	<p>Connect/Computer Concepts and Applications Mobile Devices</p> <p>MS Office 2021</p>	<p>After completing this chapter, you will be able to:</p> <ol style="list-style-type: none"> 1. Understand cellular phones 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 <p>After completing this chapter, you will be able to:</p>

	SIMBook Exercise 9 & Project 8 MS Excel Chapter 4	<p>SLO 4.1 Create and format a list as an Excel table (p. E4-292).</p> <p>SLO 4.2 Apply Conditional Formatting rules as well as Color Scales, Icon Sets, and Data Bars (p. E4-298).</p> <p>SLO 4.3 Sort data by one or more columns or by attribute (p. E4-302).</p> <p>SLO 4.4 Filter data by using AutoFilters and by creating an Advanced Filter (p. E4-311).</p> <p>SLO 4.5 Use subtotals, groups, and outlines for tabular data in a worksheet (p. E4-314).</p> <p>SLO 4.6 Import data from text and database files and export data from a workbook (p. E4-319).</p> <p>SLO 4.7 Transform data using Flash Fill and Text functions (p. E4-333).</p> <p>SLO 4.8 Build and format a PivotTable (p. E4-337).</p>
10	<p>Connect/Computer Concepts and Applications Networking and Connecting to the Internet</p> <p>MS Office 2021 Project 9 MS Excel Capstone (Note: There is no SIMbook Exercise assigned this week.)</p>	<p>After completing this chapter, you will be able to:</p> <ol style="list-style-type: none"> 1. Understand the Internet 2. Understand Internet Service 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 <p>After successfully completing the Excel Capstone Project with a score of at least 90%, you will earn a certificate of completion from McGraw Hill.</p>
11	<p>Connect/Computer Concepts and Applications Databases & Data Analytics (2 chapters)</p>	<p>Databases</p> <p>After completing this chapter, you will be able to:</p> <ol style="list-style-type: none"> 1. Understand databases 2. Understand database management system subsystems 3. Understand types of databases 4. Understand Big Data 5. Understand data mining <p>Data Analytics</p> <p>After completing this chapter, you will be able to:</p> <ol style="list-style-type: none"> 1. Understand data analytics and data ecosystems 2. Understand skills and characteristics of data analysts 3. Understand data-driven decision making 4. Understand spreadsheets and databases 5. Understand using SQL to communicate with databases 6. Understand data visualization 7. Understand selecting and using the right data

		<p>template (p. A4-237).</p> <p>SLO 4.3 Restrict a form to data entry, limit user edits and deletions on a form, add command buttons, and test a form (p. A4-250).</p> <p>SLO 4.4 Create a simple report with the Report Wizard, and save, modify, and delete a report (p. A4-257).</p> <p>SLO 4.5 Create 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).</p> <p>SLO 4.6 Enhance a report by adding grouping, sorting, and totals in Layout view (p. A4-275).</p> <p>SLO 4.7 Integrate conditional formatting into a report (p. A4-279).</p> <p>SLO 4.8 Preview, modify print settings, print a report, and format and print a report with multiple columns (p. A4-281).</p>
15	<p>Connect/Computer Concepts and Applications Emerging Technologies</p> <p>MS Office 2021 Project 14 MS Access Capstone (Note: There is no SIMbook Exercise assigned this week.)</p>	<p>After completing this chapter, you will be able to:</p> <ol style="list-style-type: none"> 1. Understand emerging technologies in medicine 2. Understand emerging technologies in commerce 3. Understand emerging technologies in society 4. Understand emerging technologies in management 5. Understand emerging technologies in computing 6. Understand emerging technologies in political science <p>After successfully completing the Access Capstone Project with a score of at least 90%, you will earn a certificate of completion from McGraw Hill.</p>