

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	Connect/Computer Concepts and Applications Computers in Business Adaptive Learning Module: (ALM 1) MS Office 365 2025 SIMBook Exercise 1 Windows (no project associated with this exercise) MS Office 365 2024 SIMBook Exercise 2 & Project 1 MS Excel Chapter 1	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 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). After completing this chapter, you will be able to: SLO 1.1 Create, save, and open an Excel workbook (p. E1-3). SLO 1.2 Enter and edit labels and values in a worksheet (p. E1-8). SLO 1.3 Use functions to build a simple formula (p. E1-22). SLO 1.4 Format cell data with font attributes, borders, fill, cell styles, and themes (p. E1-27). SLO 1.5 Modify columns, rows, and sheets in a workbook (p. E1-37). SLO 1.6 Navigate in a workbook (p. E1-49). SLO 1.7 Modify screen appearance of a workbook by adjusting zoom size, changing views, and freezing panes (p. E1-52). SLO 1.8 Manage page setup options, print settings, and document properties (p. E1-58).

	Discussion Topic-Dream Job	After completing this assignment, students will be able to: 1. Identify career opportunities within their chosen business discipline and explain the role of information systems in those careers. 2. Analyze job requirements by researching employment opportunities and evaluating the technical, educational, and professional qualifications employers seek. 3. Recognize the importance of information systems and technology skills in supporting business operations and decision-making across various functional areas. 4. Evaluate industry-specific technology competencies required for success in a selected business profession. 5. Apply career research skills by locating, interpreting, and summarizing information from professional job and career resources. 6. Compare required and preferred qualifications for business positions, including education, certifications, technical skills, and work experience. 7. Assess personal career goals by connecting academic preparation, information systems knowledge, and career aspirations. 8. Develop strategies for professional success by identifying ways to enhance their qualifications and differentiate themselves in a competitive job market
3	Connect/Computer Concepts and Applications Computer Hardware (ALM 2) MS Office 365 2024 SIMBook Exercise 3 & Project 2 MS Excel Chapter 2 MS Office 365 2024 SIMBook Exercise 4 &	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 After completing this chapter, you will be able to: SLO 2.1 Build and edit basic formulas (p. E2-106). SLO 2.2Set 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 2.4Use 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). After completing this chapter, you will be able to: SLO 3.1 Create Excel chart objects and chart sheets (p. E3-203).

	MS Office 365 2021 SIMbook Exercise 6 MOS Excel Chapter 1 & Project 5 MOS Excel Chapter 1	SLO 4.6 Import data from text and database files and export data from a workbook (p. E4-319). SLO 4.7 Transform data using Flash Fill and Text functions (p. E4-333). SLO 4.8 Build and format a PivotTable (p. E4-337). After completing this chapter, you will be able to Manage Worksheets and Workbooks: Skill 1.1 Importing Data from a Text File Skill 1.2 Importing Data from Online Sources Skill 1.3 Using Find and Replace Skill 1.4 Navigating a Workbook Skill 1.5 Inserting Links Skill 1.6 Showing and Hiding Worksheet Elements Skill 1.7 Modifying Column Widths and Row Heights Skill 1.8 Adding Headers and Footers Skill 1.9 Customizing the Quick Access Toolbar Skill 1.10 Changing the Worksheet View Skill 1.11 Freezing and Unfreezing Rows and Columns Skill 1.12 Splitting Workbooks Skill 1.13 Working with File Properties Skill 1.14 Displaying and Printing Formulas Skill 1.15 Setting and Clearing the Print Area Skill 1.16 Saving a Workbook in Other Formats Skill 1.17 Setting Up Margins for Printing Skill 1.18 Scaling Worksheets for Printing Skill 1.19 Printing Titles Skill 1.20 Printing Selections, Worksheets, and Workbooks Skill 1.21 Changing the Worksheet Orientation Skill 1.22 Running the Document Inspector Skill 1.23 Working with Comments and Notes
5	Connect/Computer Concepts and Applications Computer Storage (ALM 5) MS Office 365 2021 SIMBook Exercise 7 & Project 6 MOS Excel Chapter 2	After completing this chapter, you will be able to: 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 After completing this chapter, you will be able to Manage Data Cells and Ranges: Skill 2.1 Using Paste Options Skill 2.2 Inserting Data Using AutoFill Skill 2.3 Inserting and Deleting Rows and Columns Skill 2.4 Inserting and Deleting Cells Skill 2.5 Using SEQUENCE Skill 2.6 Merging Cells and Splitting Merged Cells Skill 2.7 Aligning Cells

	MS Office 365 2021 SIMBook Exercise 8 & Project 7 MOS Excel Chapter 3	Skill 2.8 Using Format Painter Skill 2.9 Wrapping Text in Cells Skill 2.10 Applying Number Formats Skill 2.11 Applying Bold, Italic, and Underline Skill 2.12 Changing Fonts, Font Size, and Font Color Skill 2.13 Adding Borders Skill 2.14 Adding Shading with Fill Color Skill 2.15 Applying Cell Styles Skill 2.16 Clearing Cell Content Skill 2.17 Grouping Worksheets Skill 2.18 Naming Ranges of Cells Skill 2.19 Updating Named Ranges with the Name Manager Skill 2.20 Working with Named Ranges Skill 2.21 Inserting Sparklines Skill 2.22 Applying Conditional Formatting Using the Quick Analysis Tool Skill 2.23 Applying Conditional Formatting with Data Bars, Color Scales, and Icon Sets Skill 2.24 Applying Conditional Formatting with Highlight Cells Rules Skill 2.25 Applying Conditional Formatting with Top/Bottom Rules Skill 2.26 Removing Conditional Formatting After completing this chapter, you will be able to Manage Tables and Table Data: Skill 3.1 Converting Data into Tables Skill 3.2 Applying Quick Styles to Tables Skill 3.3 Converting Tables to Ranges Skill 3.4 Removing Duplicate Rows from Tables Skill 3.5 Working with Table Style Options Skill 3.6 Adding Total Rows to Tables Skill 3.7 Filtering Data Skill 3.8 Filtering and Sorting Data Using Cell Attributes Skill 3.9 Creating a Custom Filter Skill 3.10 Using Advanced Filter Skill 3.11 Sorting Data Skill 3.12 Sorting Data on Multiple Criteria
6	Connect/Computer Concepts and Applications Spreadsheets (ALM 6)	After completing this chapter, you will be able to: 1. Describe how spreadsheets are used 2. Define the four main types of spreadsheets: Microsoft Excel, OpenOffice Calc, Google Sheets, and Apple Numbers 3. Describe the basics of using a spreadsheet: opening and saving 4. Understand what the comma-separated format is and why it is used

	MS Office 365 2021 SIMBook Exercise 9 & Project 8 MOS Excel Chapter 4 MS Office 365 2021 SIMbook Exercise 10 & Project 9 MOS Excel Chapter 5	5. Define common spreadsheet characteristics relating to rows, 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 After completing this chapter, you will be able to Perform Operations by Using Formulas and Functions: Skill 4.1 Entering Simple Formulas Skill 4.2 Understanding Absolute and Relative References Skill 4.3 Using Functions in Formulas Skill 4.4 Creating Formulas Referencing Data from Other Worksheets Skill 4.5 Naming Ranges of Cells Skill 4.6 Calculating Averages Skill 4.7 Finding Minimum and Maximum Values Skill 4.8 Using AutoSum to Insert a SUM Function Skill 4.9 Creating Formulas Using Counting Functions Skill 4.10 Using the Logical Function IF Skill 4.11 Extracting Text with RIGHT, LEFT, and MID Skill 4.12 Formatting Text Using Functions Skill 4.13 Counting the Number of Characters Using LEN Skill 4.14 Using CONCAT to Combine Text Skill 4.15 Using TEXTJOIN to Combine Text After completing this chapter, you will be able to Manage Charts: Skill 5.1 Exploring Charts Skill 5.2 Using the Recommended Charts Feature Skill 5.3 Inserting a Pie Chart Skill 5.4 Inserting a Line Chart Skill 5.5 Creating a Combination Chart Skill 5.6 Resizing and Moving Charts Skill 5.7 Adding a Data Series to a Chart Skill 5.8 Inserting a Column Chart or a Bar Chart Skill 5.9 Showing and Hiding Chart Elements Skill 5.10 Applying Quick Layouts to Charts Skill 5.11 Apply Quick Styles and Colors to Charts Skill 5.12 Adding Alt Text to Objects for Accessibility
7	Connect/Computer Concepts and Applications	After completing this chapter, you will be able to: 1. Understand system software 2. Understand applications software

	Computer Software and Buying a Computer (ALM 7) MS Office 365 2024 Project 10 Capstone Excel Project MS Office 365 2021 Project 11 Capstone MOS Excel Project (Note: There is no SIMbook Exercise due this week)	3. Understand software licenses 4. Understand how to prepare a computer for maximum efficiency 5. Understand computer purchases After successfully completing the Excel Capstone Project with a score of at least 90%, you will earn a certificate of completion from McGraw Hill. After successfully completing the MOS Excel Capstone Project, students should be able to successfully complete the MOS Excel Associate Certification Exam.
8	Connect/Computer Concepts and Applications Programming (ALM 8) & File Management (ALM 9) (2 chapters)	Programming After completing this chapter, you will be able to: 1. Understanding why to study programming 2. Understanding the software development process 3. Understanding the program development life cycle 4. Understanding the system development life cycle File Management After completing this chapter, you will be able to: 1. Understanding folders 2. Understanding files 3. Understanding the Recycle Bin 4. Understanding file management with the Cloud
~TBA	MOS Excel Associate Certification Exam (subject to exam availability) proctored via Pearson Online Certiport	After completing this assessment, students will be able to demonstrate proficiency in Microsoft Excel by applying workbook management, formulas and functions, data analysis, data visualization, and worksheet management skills aligned with Microsoft Office Specialist (MOS) Excel Associate Certification standards.
9	Connect/Computer Concepts and Applications Mobile Devices (ALM 10) MS Office 365 2024	After completing this chapter, you will be able to: 1. Understanding cellular phones 2. Understanding cellular service and service providers 3. Understanding cellular phone manufacturers 4. Understanding cellular phone operating systems 5. Understanding tablet computers 6. Understanding tethering 7. Understanding syncing 8. Understanding cell phone apps 9. Understanding messaging systems 10. Understanding mobile security After completing this chapter, you will be able to:

	SIMBook Exercise 11 & Project 12 MS Word Chapter 1	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).
10	Connect/Computer Concepts and Applications Networking and Connecting to the Internet (ALM 11) MS Office 365 2024 SIMbook Exercise 12 & Project 13 MS Word Chapter 2	After completing this chapter, you will be able to: 1. Understanding the Internet 2. Understanding Internet Service 3. Understanding transmission media 4. Understanding networking communication devices 5. Understanding IP addresses 6. Understanding Internet service providers (ISPs) 7. Understanding how to set up a wireless network 8. Understanding the World Wide Web (WWW) 9. Understanding URLs and Internet Protocols 10. Understanding types of networks 11. Understanding cloud computing 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).

11	Connect/Computer Concepts and Applications Databases (ALM 12) & Data Analytics (ALM 13) (2 chapters) MS Office 365 2024 SIMBook Exercise 13 & Project 14 MS Access Chapter 1	Databases After completing this chapter, you will be able to: 1. Understanding databases 2. Understanding database management system subsystems 3. Understanding types of databases 4. Understanding Big Data 5. Understanding data mining Data Analytics After completing this chapter, you will be able to: 1. Understanding data analytics and data ecosystems 2. Understanding skills and characteristics of data analysts 3. Understanding data-driven decision making 4. Understanding spreadsheets and databases 5. Understanding using SQL to communicate with databases 6. Understanding data visualization 7. Understanding selecting and using the right data 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 1.2 Create 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 1.3 Create 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 1.4 Import data records from Excel (p. A1-34). SLO 1.5 Navigate 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 1.6 Search, sort, and filter records in a table (p. A1-47).
12	Connect/Computer Concepts and Applications Web Design and Development (ALM 14) MS Office 365 2024 SIMBook Exercise 13 & Project 14 MS Access Chapter 2	After completing this chapter, you will be able to: 1. Understanding the different ways websites are created 2. Understanding how browsers, servers, and websites interact 3. Understanding how HTML, CSS, and other programming languages are used to create websites 4. Understanding the various jobs and skills associated with creating websites 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

	MS Office 365 2024 Project 17 MS Access Capstone (Note: There is no SIMbook Exercise assigned this week.)	2. Explain information architecture and cloud computing in AI. 3. Describe machine learning. 4. Describe building AI. 5. Identify legal and ethical considerations of AI. 6. Describe generative AI and chatbots. 7. Describe AI majors, careers, and applications. 8. Explain prompt engineering. 9. Explain AI governance, AI agents, and agentic AI. 10. Describe large language models. 11. Describe natural language understanding and processing. 12. Describe computer vision and affective computing. 13. Describe unstructured data and AI. After successfully completing the Access Capstone Project with a score of at least 90%, you will earn a certificate of completion from McGraw Hill.