

# IAC New Course Proposal

Rowan College of Burlington County

Date: 12/06/2017

Division: STEM

Originator: Aloysius Nagbe Course Prefix/Number: Click or tap here to enter text.

Course Title: Microsoft Office Fundamentals Number of Credits: 2 credits

Co-requisite(s): None Prerequisite(s): none

Co-requisite/Prerequisite: none

Course description (indicate lab information): This course presents the concepts and operations of the main components of Microsoft Office: Word, Excel, and PowerPoint. Students are taught to apply these office applications to a wide range of business and personal problems. Students also will learn techniques to integrate MS Applications into systems by linking, embedding, and publishing web contents. Instructions on the use of the internet as alternative to traditional classroom learning will also be taught, as well as, the skills and strategies for finding and retrieving information on the Internet.

Course will be offered: ☒ Fall ☒ Spring ☒ Summer

Proposed Course Fee (if known): \$30

Relationship to Curriculum: Elective

Sem/yr course will first be offered: Summer 2019

Default Course Capacity: 30

Minimum Enrollment (per course) Click or tap here to enter text.

Instructor Consent Required for Registration: No

Textbook: Microsoft Office 365, Office 2016 Introductory

Reason for adding this course: This course introduces students to the fundamentals of "Microsoft Office applications" concepts. Students will learn to use Microsoft Office applications such as word processing (MS Word), spreadsheet (MS Excel), and presentation (MS Power Point) software. This course will provide students the opportunity to have hands-on skills needed to work with MS Office applications.

Complete this table:

Instructional Mode	Number of Credits	Number of Contact Hours
Lecture	2 credits	2 credits
Laboratory	0	0
Studio/Performance	Click or tap here to enter text.	Click or tap here to enter text.
Clinical/Practicum/Co-Op/Internship/Field Study	Click or tap here to enter text.	Click or tap here to enter text.

Credit Hours Distribution (i.e. 3/0/0): 2/0/0

Has this course been offered experimentally? No

If no, estimate initial enrollment: Click or tap here to enter text.

If yes, complete this table.

Offering	Course number	Semester & Year	Enrollment
First:	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Second:	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

If other colleges and universities offer this course, complete this table. Give New Jersey data, if available:

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<i>College/University</i>	<i>Course number/name</i>	<i>Contacted about course?</i>
Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.

## Course Learning Outcomes:

Course Learning Outcomes
At the completion of this, students should be able to:
Describe the concepts and operations of the main components of Microsoft Office and the Internet.
Utilize the Internet and Microsoft Office Word, Excel, and PowerPoint to solve business and personal problems.
Explain and apply the professional and social responsibilities that accompany technological development and implementation.
Demonstration an understanding of software integration and its technical advantages.

## Core Course Content:

Core Course Content
Creating and Editing a Document
Revising and Refining a Document
Creating Reports and Tables
Creating and Editing a Worksheet
Charting Worksheet Data
Managing and Analyzing a Workbook
Creating a Presentation
Modifying and Refining a Presentation
Using Advanced Presentation Features

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## General Education Outcomes

Please select the RCBC outcome(s) below that apply to this course. Students will:

*(Check all that apply.)*

### Written and Oral Communication

- ☒ Logically and persuasively support their points of view or findings.
- ☒ Communicate meaningfully with a chosen audience while demonstrating critical thought.
- ☐ Conduct investigative research which demonstrates academic integrity, originality, depth of thought, and master of an approved style of source documentation.

### Quantitative Knowledge & Skills: Mathematics

- ☐ Analyze data to solve problems utilizing appropriate mathematical concepts.
- ☐ Translate quantifiable problems into mathematical terms and solve these problems using mathematical or statistical operations.
- ☐ Logically solve problems using the appropriate mathematical technique.

### Scientific Knowledge & Reasoning: Science

- ☐ Understand and employ the scientific method of inquiry to draw conclusions based on verifiable evidence.
- ☐ Explain the impact of scientific theories, discoveries, or technological changes on society.
- ☐ Demonstrate critical thinking skills in the analysis of scientific data.

### Society & Human Behavior: Social Science

- ☐ Demonstrate a general knowledge of political, social and economic concepts and systems and their effects on society.

### Technological Competency or Information Literacy:

#### Technology

- ☒ Demonstrate competency in office productivity tools appropriate to continuing their education.
- ☒ Use critical thinking skills for computer-based access, analysis, and presentation of information.
- ☐ Exhibit competency in library online tools appropriate to accessing information in reference publications, periodicals, and bibliographies.
- ☒ Demonstrate the skills required to find, evaluate, and apply information to solve a problem.

### Humanistic Perspective: Humanities

- ☐ *Art:* Demonstrate an understanding of a variety of renderings.
- ☐ *Art:* Identify the movement, period, and their effect on the culture.
- ☐ *Theatre & Music:* Be able to articulate and analyze works of the performing arts and their effect on historical or cultural perspective as well as the values of the society.
- ☐ *Philosophy:* Demonstrate an understanding of fundamental philosophical questions and the contributions of major philosophers to resolve them.
- ☐ *Foreign Language:* Be able to demonstrate listening, speaking, reading and writing skills of the target language consistent with American Council on the Teaching of Foreign Languages (ACTFL) proficiency standards for the level being studied.
- ☐ *Foreign Language:* Be able to demonstrate cultural norms necessary to communicate effectively in the target language.
- ☐ *Literature:* Recognize and assess the contributions of people from various nations and/or cultures.
- ☐ *Literature:* Analyze the changing significance of social constructions of religion, race, class, and/or gender in cultural artifacts (music, art, literature) throughout time.

### Historical Perspective: History

- ☐ Demonstrate knowledge of the nature, origins, central events and significant institutions of major civilizations.

### Global & Cultural Awareness: Diversity

- ☐ Be able to compare and contrast cultural norms from diverse populations.
- ☐ Be able to explain how communication and culture are interrelated.
- ☐ Be able to examine how multicultural societies and people help engender a richer understanding of diverse life experiences

### Ethical Reasoning & Action

- ☐ Analyze and evaluate the strengths and weaknesses of different perspectives on an ethical issue or a situation.
- ☐ Take a position on an ethics issue or a situation and defend it.