

DATE: 2/20/12

BURLINGTON COUNTY COLLEGE COURSE INFORMATION FORM

This form must be completed, using MS Word, for all new and modified courses offered for credit, including experimental courses. (Form expands to allow full details in each category.)

I. Course Prefix and number: CIS 161

II. Course Title: Computer Applications

III. Lecture Hrs. 3 Clinical Hrs. 0 Credit Hrs. 0
 Studio Hrs. 0 Lab Hrs. 0 Recitation Hrs. 0

IV. Course Fee:

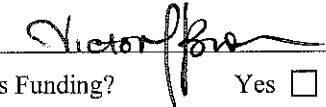
Contact: Berna Dike-Anyiam

609-894-9311 X 2033

V. Prerequisite(s): none

bdikeany@bcc.edu

VI. Co-Requisite(s): none

VII. Division Dean Approval:  Date: 02.22.2012

VIII. Is this eligible for Perkins Funding? Yes ☐ No ☒

IX. New Course: ☒ Modified Course: ☐ Experimental Course: ☐

(if modified course explain changes and list old course designator and number)

X. Semester and Year Course will first be Offered (or, if a modified course, semester and year when revised course will first be offered):

XI. Relation of Course to Curriculum(s):
☐ Program requirement
☒ General Education requirement
☐ Elective
☐ Developmental course requirement

XII. General Education Designator (if course is intended to satisfy a general education requirement check appropriate designator):

<input type="checkbox"/> GCOM = Communications	<input type="checkbox"/> GMAT = Mathematics
<input type="checkbox"/> GDIV = Global and Cultural Awareness	<input type="checkbox"/> GSCL = Science
<input type="checkbox"/> GHIS = History	<input type="checkbox"/> GSOC = Social Science
<input type="checkbox"/> GHUM = Humanities	<input checked="" type="checkbox"/> GTEC = Technological Competency

XIII. Catalog Description: 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 range of business and personal problems. Students also learn applications in software integration, such as: linking, embedding, and web publishing. Instruction 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.

XIV. Course Objectives (Learning Outcomes):

1. Describe the concepts and operations of the main components of Microsoft Office: Word, Excel, Access and Powerpoint as well as the Internet.
2. Apply these applications to a range of business and personal problems both standalone and integrated with each other.
3. Develop a greater understanding of the professional and social responsibilities that accompany technological development and implementation.
4. Be aware of the Code-of-Ethics of his/her professional society of choice.

XV. Textbook(s): Microsoft Office 2007, Timothy J. O'Leary, and Linda I. O'Leary; McGraw Hill
ISBN: 9780073519166

XVI. Other Course Materials to be supplied by Student:

XVII. Grading Policy (number and weight of papers, quizzes, examinations, and rubrics)

A: 90-100. Mastery of essential elements and related concepts, plus demonstrated excellence or originality.

B+: 85-89. Mastery of essential and related concepts, showing higher level understanding.

B: 80-84. Mastery of essential elements and related concepts.

C+: 75-79. Above average knowledge of essential elements and related concepts.

C: 70-74. Acceptable knowledge of essential elements and related concepts

D: 60-69. Minimal knowledge of related concepts

F: 0-59. Unsatisfactory progress. This grade may also be assigned in cases of academic misconduct, such as cheating or plagiarism, and/or excessive absences.

XVIII. Detailed Description of Project Final Examination (if applicable):

XIX. Schedule of topics to be covered in Course:

Week 1: Lab 1 WD1: Creating and Editing a Document

Week 2: Lab 2 WD2: Revising and Refining a Document

Week 3: Lab 3 WD3: Creating Reports and Tables

Week 4: Lab 1 EX1: Creating and Editing a Worksheet

Week 5: Lab 2 EX2: Charting Worksheet Data

Week 6: Lab 3 EX3: Managing and Analyzing a Workbook

Week 7: Lab 1 PP1: Creating a Presentation

Week 8: Spring Break No classes

Week 9: Lab 2 PP2: Modifying and Refining a Presentation **Midterm Exam TBA**

Week 10: Lab 3 PP3: Using Advanced Presentation Features

Week 11: Lab 1 AC1: Creating a Database

Week 12: Lab 2 AC2: Modifying and Filtering a Table and Creating a Form

Week 13: Lab 3 AC3: Querying Tables and Creating Reports

Application Integration

Week 14: Working Together 1: Copying, Linking, Embedding between Applications, and publishing a document on the web

Working Together 2: Importing/Exporting Data and Creating Data Access Pages

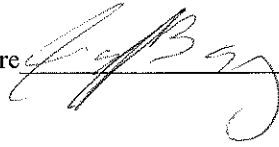
Web Applications

Week 15: Creating HTML Document

Week 16: **Review/Final Exam TBA**

XX. Schedule lab exercises (if applicable):

IAC Chair Approval Signature

A handwritten signature in cursive script, appearing to read "L. B. J.", written over a horizontal line.

Date:

4/5/12