

**Department Master Syllabus
Camden County College
Blackwood, New Jersey**

Course Title: Advanced Computer Concepts and Applications

Course Number: CIS 206

Department/Program Affiliation: Computer Information Systems

Date of Review:

(This Department Master Syllabus has been examined by the program/department faculty members and it is decided that no revision is necessary at this time.)

Date of Last Revision: November, 2018

(This Department Master Syllabus has been examined by the program/department faculty members and it is decided a change requiring a revision is necessary at this time.)

Credits: 3

Contact Hours: **Lecture 3** **Lab 0** **Other 0**

Prerequisites: CIS-101 or CIS-105 or similar introductory application course.

Co-requisites: none

Course Description: This course is a continuation of Computer Literacy in which the student will learn the advanced features of Word, Excel, Access, PowerPoint, and Publisher to use in the business environment. The students will learn and use several browsers and become knowledgeable in various operating systems. Emphasis will be placed on the following topics: user tools, user programming, presentation graphics, desktop publishing, use of scanners, workbook templates and data tables, macros, onscreen forms, Pivot Tables and Pivot Chart reports, mailing labels, digital photography, various Internet resources and commercial services. The theory content consists of articles that raise questions about how computers affect society to assist the students to clarify issues, widen perspectives, arouse curiosity and conduct educated discussions about the responsible use of emerging technologies of the computer age. This course is taught in a room with computers for the explicit teaching of a computer skill set using lecture. Computers are used as a lecture tool to provide demonstrations and illustrations of the technical concepts taught. Access to computers provides the students with the advantage of interacting with the concepts presented. No graded assignments or mandatory exercises are completed during the lecture. Hands-on assignments are completed outside of class.

Course Student Learning Outcomes: Cognitive, Psychomotor, Affective Domains)

1. Create documents in Word, Excel, Access, Publisher, PowerPoint using advanced features of the software as assessed by tests, class participation, projects, homework assignments, etc.
2. Investigate and use various browsers as assessed by tests, class participation, projects, homework assignments, etc.
3. Compare various operation systems as assessed by tests, class participation, projects, homework assignments, etc.

4. Participate in a professional group project as assessed by tests, class participation, projects, homework assignments, etc.
5. Employ the use of a scanner and digital camera to enhance documents and presentations as assessed by tests, class participation, projects, homework assignments, etc.
6. Develop a strong understanding of the legal, ethical, and societal implications of information technology as assessed by tests, class participation, projects, homework assignments, etc.
7. Examine issues surrounding professional codes of ethics, file sharing, infringement of intellectual property, security risk assessment, Internet crime, identity theft, employee surveillance, privacy, compliance, social networking, and the ethics of IT corporations as assessed by tests, class participation, projects, homework assignments, etc.

General Education Student Learning Outcomes

To use computer systems or appropriate forms technology to identify, collect and process information as assessed by tests, class participation, projects, homework assignments, etc.

Course Outline:

Application Content

- I. Word
 - a. Prepare a Newsletter
 - b. Create complex tables and merging documents
 - c. Preparing a Web Site
- II. Excel
 - a. Analyze data with Solver
 - b. Create workbook templates
 - c. Use data tables and create macros
 - d. Design onscreen forms
 - e. Create and use an Excel Database
 - f. Create hyperlinks between Worksheets and save a worksheet as a Web page
- III. Access
 - a. Enhance tables, use advanced queries, maintain a database
 - b. Create a custom report, mailing labels, macros, and switchboards
 - c. Save a database object as a Web page and add a hyperlink
- IV. PowerPoint
 - a. Creating a presentation
 - b. Modify and refine the presentation
 - c. Copy and link between Word, Excel, and PowerPoint documents
 - d. Use advanced presentation features
- V. Publisher
 - a. Create a Publication.
 - b. Work with Text.
 - c. Work with Graphic Objects.
 - d. Enhance a Publication.
 - e. Improve a Design.
- VI. Internet
 - a. Investigate various browsers

- b. Communication on the Web
 - c. Searching for Information
 - d. Creating a web page
 - e. Use HTML
- VI Scanning images, audio and text files into a document
- VII. Compare Various Operating Systems

Theory Content

- Chapter 1 An Overview of Ethics 1
- Chapter 2 Ethics for IT Workers and IT Users 41
- Chapter 3 Computer and Internet Crime 81
- Chapter 4 Privacy 131
- Chapter 5 Freedom of Expression 179
- Chapter 6 Intellectual Property 217
- Chapter 7 Software Development 261
- Chapter 8 The Impact of Information Technology on Productivity and Quality of Life 297
- Chapter 9 Social Networking 335
- Chapter 10 Ethics of IT Organizations 369

Course Activities: The classroom activities will include formal and informal lectures where new material and assigned problems will be explained. Students will have the opportunity to contribute to the discussion and to ask questions about the material. "Hands-on" work on the computer will be done during class and outside of regularly scheduled classroom hours.

Assessment of Student Learning Outcomes: The student will be evaluated on the degree to which the above student learning outcomes are achieved. A variety of methods may be used such as tests, class participation, projects, homework assignments, etc.

Materials:

Textbooks:

- **Ethics in Information Technology, fifth edition by George W. Reynolds, Cengage Learning 2015 ISBN: 978-1-285-19715-9**
- **Microsoft Office 2016, Illustrated Series, Intermediate Course by Buskin, Cram, Duffy, Friedrichsen, Warmers, Cengage Learning 2016 ISBN 1-305-87604-0**

Other:

- **1 flash drive (1 gig or more)**