

**BOROUGH OF MANHATTAN COMMUNITY COLLEGE**

City University of New York

**Department of Computer Information Systems**

**Title of Course: Introduction to Computer Applications**  
**CIS 100**  
**Spring 2008**  
**Credits: 3**

**Class hours: 2**  
**Lab hours: 2**

**Course Description:**

This course helps students develop a basic understanding of computer hardware and software-using PC based business applications. These applications include word-processing, spreadsheet, database management, and presentation software. Students will also be introduced to historical milestones in the development of computers, as well as to their social, ethical and economic impacts.

**Prerequisites/Co-requisites:** MAT 010/ 011, ESL 062, RDG 062, ENG 088.

**Student Learning Outcomes:**

After completing this course students will be able to:

- Demonstrate knowledge of software, hardware, and telecommunications concepts

Students will know how to:

- Navigate the Windows XP operating environment
- Word process documents using MS-Word
- Create spreadsheet applications using MS-Excel
- Analyze and design databases using MS-Access
- One of the databases will be used to perform a mail merge
- Create and design graphic presentations using MS-PowerPoint.

Projects and exercises will be assigned to strengthen the student's understanding of these packages as well as to help them develop an understanding of the PC's use in business environments. The analysis and design of simple information systems using appropriate data sets for each application is also introduced.

**Required Text & Readings**

Textbook: **Microsoft Office 2007 Illustrated Introductory**  
Author: **Beskeen, Cram, Duffy Friedrichsen, Reding**  
Publisher: **Course Technology**  
ISBN: **1418860476**

**Other Resources:** Diskettes or Flash drives (recommended).

**Use of Technology (if applicable)**

**Evaluation & Requirements of Students**

<b>Word</b> Exam	25%
<b>Excel</b> Exam	25%
<b>Access</b> Exam	25%
<b>PowerPoint</b> Exam	<u>25%</u>
	100%

