

BOROUGH OF MANHATTAN COMMUNITY COLLEGE

City University of New York

Department of Computer Information Systems

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Introduction to Computer Applications

CIS 100

Spring 2013

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: Basic skills- ENG 088; ESL 062; ACR 094; MAT 010/ 011

Student Learning Outcomes:

After completing this course students will be able to:

- **Outcome:** Navigate the Windows XP operating environment
Assessment: Homework and lab exercises.
- **Outcome:** Create and edit documents.
Assessment: Homework and comprehensive hands on exam.
- **Outcome:** Create spreadsheets that use formulas and charts.
Assessment: Homework and comprehensive hands on exam.
- **Outcome:** Create databases, tables, queries, reports and forms.
Assessment: Homework and comprehensive hands on exam.
- **Outcome:** Use a database and a word document to perform mail merge.
Assessment: Homework and exam question.
- **Outcome:** Create and design graphic presentations.
Assessment: Homework, comprehensive hands on exam and presentation of projects.

General Education Outcomes and Assessment

- **Communication Skills:** Students will be able to write, read, listen and speak critically and effectively.
Assessment: Integrate word-processing, spreadsheet and presentation concepts to create documents and presentations.
- **Information and Technology Literacy:** Students will be able to collect, evaluate and interpret information and effectively use information technologies.
Assessment: Use software to create spreadsheets and databases.

Required Text & Readings

Textbook: **GO! With Microsoft Office, Introductory and MyITLAB Access Code**
Author: **Shelley Gaskin, Robert Ferrett, Alicia Vargas, and Suzanne Marks**
Publisher: **Pearson/ Prentice Hall**
ISBN 10: 0558349943
ISBN 13: 978-0-5-5834994-3

Other Resources: Flash drive.

Use of Technology (if applicable)

Evaluation & Requirements of Students

Word Exam	25%
Excel Exam	25%
Access Exam	25%
PowerPoint Exam	25%
	100%

Outline of Topics:

Window XP **6 hours**

Chapter 1: Getting Started with Windows XP	Pgs.
Chapter 2: Getting Stated with Outlook 2007	Pgs.
Chapter 3: Getting Started with Internet Explorer 7.0	Pgs.
Chapter 4: Basic Computer Concepts	Pgs.

Word 2007 **15 hours**

Chapter 5: Creating Documents with Microsoft Word 2007	Pgs. 1
Chapter 6: Formatting and Organizing Text	Pgs. 71
Chapter 7: Using Graphics and Tables	Pgs. 145
Chapter 8: Special Documents Formats, Columns, and Mail Merge	Pgs. 213

Access 2007 **12 hours**

Chapter 12: Getting Started with Access Databases and Tables	Pg. 519
Chapter 13: Sort and Query a Database	Pg. 601
Chapter 14 Forms, Filters and Reports	Pg. 689

Excel 2007 **15 hours**

Chapter 9: Creating a Worksheet and Charting Data	Pg. 273
Chapter 10: Managing Workbooks and Analyzing Data	Pgs. 371
Chapter 11: Using Function and Tables	Pgs. 445

Powerpoint **12 hours**

Chapter 15: Getting Started with Microsoft Powerpoint 2007	Pgs. 771
Chapter 16: Designing a Powerpoint Presentation	Pgs. 835
Chapter 17: Enhancing a Presentation with Animation, Tables, and Charts	Pgs. 905
Chapter 18: Using Access Data with Other Office Programs	Pgs. 967
Chapter 19: Using Tables in Word and Excel	Pgs. 979
Chapter 20: Using Excel as A Data Source in a Mail Merge	Pgs. 989
Chapter 21: Linking Data in Office Documents	Pgs. 997
Chapter 22: Creating Presentation Content from Office Documents	Pgs. 1005

College Attendance Policy

At BMCC, the maximum number of absences is limited to one more hour than the number of hours a class meets in one week. For example, you may be enrolled in a three-hour class. In that class, you would be allowed 4 hours of absence (not 4 days). In the case of excessive absences, the instructor has the option to lower the grade or assign an F or WU grade.

Academic Adjustments for Students with Disabilities

Students with disabilities who require reasonable accommodations or academic adjustments for this course must contact the Office of Services for Students with Disabilities. BMCC is committed to providing equal access to all programs and curricula to all students.

BMCC Policy on Plagiarism and Academic Integrity Statement

Plagiarism is the presentation of someone else's ideas, words or artistic, scientific, or technical work as one's own creation. Using the idea or work of another is permissible only when the original author is identified. Paraphrasing and summarizing, as well as direct quotations, require citations to the original source. Plagiarism may be intentional or unintentional. Lack of dishonest intent does not necessarily absolve a student of responsibility for plagiarism.

Students who are unsure how and when to provide documentation are advised to consult with their instructors. The library has guides designed to help students to appropriately identify a cited work. The full policy can be found on BMCC's website, www.bmcc.cuny.edu. For further information on integrity and behavior, please consult the college bulletin (also available online).