



**GLOUCESTER COUNTY COLLEGE  
BUSINESS STUDIES DIVISION  
1400 TANYARD ROAD, SEWELL, NJ 08080  
(856) 468-5000**

## **CIS-102, Introduction to Computers**

### **SYLLABUS**

**LECTURE/LAB HOURS/CREDITS: 3 Lecture / 3 Lab / 4 Credits**

### **CATALOG DESCRIPTION**

#### **Prerequisite: RDG 099**

This course provides a solid foundation for further study in any of the computer information programs. Topics include facets of obtaining timely and accurate information through the use of contemporary computer systems; hardware concepts for first-time users; and hands-on experience with modern software during the computer labs. The Microsoft Office Professional for Windows software package including Word, Excel, Access and PowerPoint is used to solve a variety of business problems.

### **TEXTBOOK AND COURSE MATERIALS**

It is the **responsibility of the student** to confirm with the bookstore and/or their instructor the textbook, handbook and other materials required for their specific course and section.

***Please see current textbook prices at [www.gloucestercc.bncollege.com](http://www.gloucestercc.bncollege.com)***

Microsoft Office 2013 - Introductory  
Author: Vermaat  
Publisher: Cengage Learning  
ISBN-13: 978-1-285-16602-5

### **EVALUATION AND ASSESSMENT**

#### **Grading Distribution**

<b>Individual instructors may include the following assessment(s):</b> <ul style="list-style-type: none"><li>• Exams</li><li>• Quizzes</li><li>• Projects / Assignments</li><li>• Attendance and Participation</li></ul>	Grading to be determined by individual instructors
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#### **Grading Scale Example**

The grading scale for each course and section will be determined by the instructor and distributed the first day of class.

## GLOUCESTER COUNTY COLLEGE CORE COMPETENCIES

(Revised 2011)

The list reflects the *core* competencies that are essential for all GCC graduates, but does not include *all* competencies that our graduates should possess. Critical thinking is embedded in all courses.

### **1 Written Communication**

Students will communicate effectively in writing.

### **2 Oral Communication**

Students will communicate effectively in speech.

### **3 Quantitative Knowledge and Skills**

Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.

### **4 Scientific Knowledge and Reasoning**

Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.

### **5 Technological Competency/Information Literacy**

Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

### **6 Society and Human Behavior**

Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.

### **7 Humanistic Perspective**

Students will analyze works in the field of art, history, music, or theater; literature; philosophy and/or religious studies; and/or will gain competence in the use of a foreign language.

### **8 Historical Perspective**

Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.

### **9 Global and Cultural Awareness**

Students will understand the importance of a global perspective and culturally diverse peoples.

### **10 Ethical Reasoning and Action**

Students will understand ethical issues and situations.

### **11 Teamwork**

Students will work collaboratively with others to solve problems efficiently and effectively.

### **12 Personal Skills**

Students will understand the individual's responsibility for learning and for maintaining a healthy lifestyle.

### **CIS-102 CORE COMPETENCIES**

This course focuses on one of GCC's Core Competencies:

- Computer / Technological Literacy

## CIS-102: STUDENT LEARNING OUTCOMES

<b>Successful completion of CIS-102 students will help students:</b>	<b>GCC's Core Competencies</b>	<b>Evaluation / Assessment</b>
Demonstrate a competent foundation in technology literacy and application software including the ability to create documents, spreadsheets, databases, and presentations suitable for professional and personal use.	<b>Technological Competency/Information Literacy</b>	<ul style="list-style-type: none"><li>- Homework/ lab assignments</li><li>- Exams</li><li>- Rubric for specific software applications</li></ul>
Explain the concepts and techniques associated with computer information systems	<b>Technological Competency/Information Literacy</b>	<ul style="list-style-type: none"><li>- Homework/ lab assignments</li><li>- Exams</li><li>- Rubric for specific software applications</li></ul>
Apply the features of Microsoft Office suite.	<b>Technological Competency/Information Literacy</b>	<ul style="list-style-type: none"><li>- Homework/ lab assignments</li><li>- Exams</li><li>- Rubric for specific software applications</li></ul>
Integrate graphics (scanned images, clipart, and electronic images) into publications.	<b>Technological Competency/Information Literacy</b>	<ul style="list-style-type: none"><li>- Homework/ lab assignments</li><li>- Exams</li><li>- Rubric for specific software applications</li></ul>

**CIS 102 INTRODUCTION TO COMPUTERS  
TOPICAL OUTLINE  
ALL ASSIGNMENT INFORMATION CAN BE FOUND IN eLearning**

<u>WEEK</u>	<u>LECTURE TOPIC</u>	<u>CHAPTER</u>	<u>LAB</u> <u>ASSIGN.</u>	<u>PAGE</u>
1	ORIENTATION & INTRO.	INTRO.		IT 1
2	OFFICE 2013 & WINDOWS EXAM INTRO, OFFICE & WIN	OFFICE 2013/WIN	PROJ 1 ITL	OFF 3
3	CREATE & FORMATTING ANALYZE IN THE LAB	WORD 1	PROJ 1 ITL	WD 1
4	CREATING A RESEARCH PAPER W/ REFERENCES & SOURCES	WORD 2	PROJ 2  ITL	WD 65
5	CREATING A BUSINESS LETTER EXAM WORD	WORD 3	PROJ 3  ITL	WD 137
6	CREATING A WORKSHEET... ANALYZE IN THE LAB	EXCEL 1	PROJ 1 ITL	EX 1
7	FORMULAS, FUNCTIONS .... ANALYZE IN THE LAB	EXCEL 2	PROJ 2 ITL	EX 65
8	WHAT-IF ANALYSIS, CHARTING ANALYZE IN THE LAB	EXCEL 3	PROJ 3 ITL	EX 137
9	CONCLUDE EXCEL EXAM EXCEL			
10	CREATING A DATABASE... ANALYZE IN THE LAB	ACCESS 1	PROJ 1 ITL	AC 1
11	QUERYING A DATABASE... ANALYZE IN THE LAB	ACCESS 2	PROJ 2 ITL	AC 73
12	MAINTAINING A DATABASE EXAM DATABASE	ACCESS 3	PROJ 3 ITL	AC 137
13	CREATING AND EDITING ... ANALYZE IN THE LAB	PPT 1	PROJ 1 ITL	PPT 1
14	ENHANCING A PRESENTATION POWER POINT PROJECT	PPT 2	PROJ 2 ITL	PPT 73
15	ADDING MEDIA & ANIMATION EXAM POWER POINT	PPT 3	PROJ 3	PPT 145