

FLORIDA STATE COLLEGE AT JACKSONVILLE

COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER:	CGS 1100
COURSE TITLE:	Microcomputer Applications for Business and Economics
PREREQUISITE(S):	None
COREQUISITE(S):	None
CREDIT HOURS:	3
CONTACT HOURS/WEEK:	4
CONTACT HOUR BREAKDOWN:	
Lecture/Discussion:	3
Laboratory:	1
Other _____:	
FACULTY WORKLOAD POINTS:	3.7
STANDARDIZED CLASS SIZE ALLOCATION:	24
CATALOG COURSE DESCRIPTION:	
	This business oriented course will include training in Windows operating systems, word processing, financial spreadsheets, database applications, and a special topics section that will introduce presentation software, the Internet World Wide Web browsers, E-Mail, local area networks, and other contemporary issues as time permits.
SUGGESTED TEXT(S):	<u>Microsoft Office 2007 with New Perspectives</u> ; Thomson Learning, Current Edition.
	<u>Microsoft Office 2007</u> , Rutkosky, EMC Paradigm, Current Edition
	Other comparable software texts that covers the course topics.
IMPLEMENTATION DATE:	Fall Term, 1997 (981)
REVIEW OR MODIFICATION DATE:	Fall Term, 2002 (20031) Fall Term, 2007 (20081) Fall Term, 2008 (20091) - Outline Review 2007

COURSE TOPICS	CONTACT HOURS <u>PER TOPIC</u>
I. Windows Operating Systems	4
A. Exploring Windows	(2)
B. Windows Utilities and Operations	(2)
II. Word Processing	12
A. Creating Business Documents	(4)
B. Formatting Business Documents	(4)
C. Editing Business Documents	(4)
III. Financial Spreadsheets	16
A. Creating Financial Spreadsheets	(4)
B. Using Business Templates	(4)
C. Creating Spreadsheet Graphics	(4)
D. Business Analysis Using Spreadsheets	(4)
IV. Database Applications	8
A. Creating Databases	(4)
B. Querying Databases	(2)
C. Generating Business Forms & Reports	(2)
V. Presentation Software	8
A. Creating Business Presentations	(4)
B. Integrating Text, Spreadsheets, and Graphics	(4)
VI. Special Topics	12
A. Internet - Searching, Downloading and the World Wide Web	(6)
B. E-Mail	(2)
C. Local Area Networks	(2)
D. Contemporary Business Issues	(2)

PROGRAM TITLE: Financial Services
COURSE TITLE: Microcomputer Applications for Business and Economics
CIP NUMBER: 0206.030100

LIST PERFORMANCE STANDARD ADDRESSED:

NUMBER(S): TITLES(S):

02.0 DEMONSTRATE THE ABILITY TO COMMUNICATE SKILLFULLY -- The student will be able to:

02.04 Organize and prepare reports.



NOTE: Use either the Tab key or mouse click to move from field to field. The box will expand to accommodate your entry.

<i>Section 1</i>	
COURSE PREFIX AND NUMBER: <u>CGS1100</u>	SEMESTER CREDIT HOURS: <u>3</u>
COURSE TITLE: <u>Microcomputer Applications for Business and Economics</u>	

Section 2

TYPE OF COURSE: (Click on the box to check all that apply)

<input type="checkbox"/> AA Elective	<input checked="" type="checkbox"/> AS Required Professional Course	<input type="checkbox"/> College Prep
<input type="checkbox"/> AS Professional Elective	<input checked="" type="checkbox"/> AAS Required Professional Course	<input checked="" type="checkbox"/> Technical Certificate
<input type="checkbox"/> Other _____		
<input type="checkbox"/> General Education: (For General Education courses, you must also complete Section 3 and Section 7)		

Section 3 (If applicable)

INDICATE BELOW THE DISCIPLINE AREA FOR GENERAL EDUCATION COURSES:

<input type="checkbox"/> Communication	<input type="checkbox"/> Social & Behavioral Sciences	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Natural Sciences	<input type="checkbox"/> Humanities	

Section 4

INTELLECTUAL COMPETENCIES:

<input checked="" type="checkbox"/> Reading	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Critical Analysis	<input checked="" type="checkbox"/> Quantitative Skills	<input type="checkbox"/> Scientific Method of Inquiry
<input checked="" type="checkbox"/> Writing	<input checked="" type="checkbox"/> Listening	<input checked="" type="checkbox"/> Information Literacy	<input checked="" type="checkbox"/> Ethical Judgment	<input checked="" type="checkbox"/> Working Collaboratively

<i>Section 5</i>	
LEARNING OUTCOMES	METHOD OF ASSESSMENT
• The student will demonstrate proficiency in Office 2007 Suite	Tests, and Projects
• The student will create and revise text documents using Word 2007	Tests, and Projects
• The student will develop spreadsheets and charts using Excel 2007	Tests, and Projects
• The student will create databases using Access 2007	Tests, and Projects
• The student will create presentations using PowerPoint 2007	Tests, and Projects
• The student will be able to browse the World Wide Web using Internet Explorer	Tests, and Projects
• The student will Integrate data between Office applications	Tests, and Projects
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Section 6

Name of Person Completing This Form: Mark H. Barber	Date: 9/19/2007
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