

## FLORIDA STATE COLLEGE AT JACKSONVILLE

## COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER:	CIS 2931
COURSE TITLE:	Special Topics
PREREQUISITE(S):	None
COREQUISITE(S):	None
STUDENT ADVISING NOTES:	Depends Upon Topic
CREDIT HOURS:	1
CONTACT HOURS/WEEK:	1.3
CONTACT HOUR BREAKDOWN:	
Lecture/Discussion:	1
Laboratory:	.3
Other _____:	
FACULTY WORKLOAD POINTS:	1.21
STANDARDIZED CLASS SIZE ALLOCATION:	24

## CATALOG COURSE DESCRIPTION:

The open-format of this course provides an opportunity to address various individual topics related to CIS curriculum or IT industry need. This course may be repeated for credit.

SUGGESTED TEXT(S):	Book titles vary depending upon topic.
IMPLEMENTATION DATE:	Winter Term 1990
REVIEW OR MODIFICATION DATE:	Spring Term, 2003 (20032) Fall Term, 2008 (20091) - Outline Review 2007

COURSE TOPICSCONTACT HOURS  
PER TOPIC

I. Introduction and Orientation	5
A. Purpose of Course	
B. Syllabus Review	
II. Course Content	20
May include but not be limited to:	
A. Concepts	1 - 10
B. Applications	1 - 10
C. Programming	1 - 10
D. Industry Need (External to the College)	1 - 10
E. Professional Standards	1 - 10
III. Closure	5
A. Summary	
B. Evaluation	
Total:	30

PROGRAM TITLE: Computer Programming and Analysis  
 COURSE TITLE: Special Topics (CIS 2930, CIS 2931, CIS 2932)  
 CIP NUMBER: 0507030500

LIST PERFORMANCE STANDARD ADDRESSED:

NUMBER(S): TITLES(S):

01.0 PERFORM MATH COMPUTATIONS -- The student will be able to:

- 01.01 Solve addition, subtraction, multiplication, and division problems manually.
- 01.02 Solve addition, subtraction, multiplication, and division problems using a calculator.
- 01.03 Solve problems involving decimals and fractions.
- 01.04 Solve problems involving percentages and discounts using a calculator.
- 01.05 Solve problems involving comparison shopping using a calculator.
- 01.06 Interpret graphs and tables.
- 01.07 Solve finance charge and annual percentage rate problems using a calculator.
- 01.08 Determine elapsed time between two events, stated in seconds, minutes, hours, days, weeks, months, or years.
- 01.09 Determine whether sufficient, insufficient, or extraneous information is given for solving a problem.
- 01.10 Solve problems involving perimeter or area of a rectangular region.
- 01.11 Solve problems involving length, width, or height.
- 01.12 Solve problems involving capacity.

02.0 PERFORM KEYBOARDING/TYPEWRITING ACTIVITIES -- The student will be able to:

- 02.01 Demonstrate keyboarding/typewriting techniques.
- 02.02 Identify operative parts of keyboarding equipment.
- 02.03 Identify formatting principles.
- 02.04 Demonstrate speed and accuracy in typing straight copy material.

03.0 PERFORM ACCOUNTING ACTIVITIES -- The student will be able to:

- 03.01 Record transactions in a general journal.
- 03.02 Post entries from a general journal to a general ledger.
- 03.03 Prepare a worksheet.
- 03.04 Prepare an income statement.
- 03.05 Prepare an owner's equity statement.
- 03.06 Prepare a balance sheet.
- 03.07 Journalize and post adjusting entries.
- 03.08 Journalize and post closing entries.
- 03.09 Prepare a postclosing trial balance.
- 03.10 Prepare checks and stubs.
- 03.11 Endorse checks using special endorsements.
- 03.12 Prepare a deposit slip and adjust checkbook.

## LIST PERFORMANCE STANDARD ADDRESSED: (CONTINUED)

NUMBER(S):            TITLES(S):

- 03.13 Prepare a bank reconciliation.
- 03.14 Maintain petty cash records.
- 03.15 Record transactions in special journals.
- 03.16 Post journal entries to subsidiary ledgers.
- 03.17 Prepare payroll records.
- 03.18 Interpret financial statements.
- 03.19 Demonstrate a knowledge of the accounting cycle.

04.0 PERFORM COMMUNICATION ACTIVITIES -- The student will be able to:

- 04.01 Follow oral and written instructions.
- 04.02 Prepare, outline, and deliver a short oral presentation.
- 04.03 Participate in group discussion as a member and as a leader.
- 04.04 Obtain appropriate information from graphics, maps, or signs.
- 04.05 Locate and record information retrieved from written resources including current business periodicals.
- 04.06 Research and compose a document containing statistical information.
- 04.07 Spell and define words, including business terminology.
- 04.08 Prepare visual material to support an oral presentation.
- 04.09 Compose reports, program documentation, and other appropriate materials.
- 04.10 Communicate orally with personnel of various backgrounds and technical skills.
- 04.11 Write a business report.

05.0 PERFORM HUMAN RELATIONS SKILLS -- The student will be able to:

- 05.01 Demonstrate appropriate work habits.
- 05.02 Identify traits that promote good human relations and increase job performance.
- 05.03 Analyze and develop written solutions to behavior problems affecting job performance.

06.0 DEVELOP APPROPRIATE GROOMING HABITS -- The student will be able to:

- 06.01 Identify appropriate attire and grooming for a business office.

07.0 PERFORM JOB APPLICATION ACTIVITIES -- The student will be able to:

- 07.01 Identify sources of employment opportunities.
- 07.02 Complete employment forms.
- 07.03 Classify behaviors considered to be appropriate or inappropriate in a job interview situation.
- 07.04 Compose and type a follow-up letter.
- 07.05 Compose and type a letter of application and a resume.
- 07.06 Compose and type a letter of resignation.
- 07.07 Demonstrate job interview skills.
- 07.08 Identify methods for securing an employment reference.

## LIST PERFORMANCE STANDARD ADDRESSED: (CONTINUED)

NUMBER(S):            TITLES(S):

- 08.0    DEVELOP LEADERSHIP SKILLS -- The student will be able to:
- 08.01    Prepare an agenda.
  - 08.02    Demonstrate the ability to conduct an orderly meeting.
  - 08.03    Greet and introduce individuals.
  - 08.04    Demonstrate self-motivation and responsibility to complete an assigned task.
  - 08.05    Identify the attributes of successful leadership.
- 09.0    PERFORM CONSUMER ECONOMIC ACTIVITIES -- The student will be able to:
- 09.01    Identify basic concepts of the American economic system.
  - 09.02    Identify basic types and sources of consumer credit.
- 10.0    PERFORM DECISION MAKING ACTIVITIES -- The student will be able to:
- 10.01    List the steps in problem solving.
  - 10.02    Demonstrate the ability to determine the proper priority of work.
  - 10.03    Prepare a day's schedule for an employer.
  - 10.04    Choose appropriate action in situations requiring application of business ethics.
  - 10.05    Choose appropriate action in situations requiring following a chain of command.
  - 10.06    Choose appropriate action in situations requiring effective time management.
  - 10.07    Identify ways to assign work to others.
- 11.0    PERFORM COMPUTER MATH COMPUTATIONS -- The student will be able to:
- 11.01    Demonstrate knowledge of computer number systems.
  - 11.02    Demonstrate knowledge of computer arithmetic, logic/truth tables and algebraic considerations as they apply to programming.
- 12.0    PERFORM DATA FILE ACTIVITIES -- The student will be able to:
- 12.01    Select the most efficient method of file organization for a given situation.
- 13.0    PERFORM FUNDAMENTAL COMPUTER PROGRAMMING ACTIVITIES -- The student will be able to:
- 13.01    Demonstrate a knowledge of computer concepts and terminology.
  - 13.02    Identify basic computer components and their functions.
  - 13.03    Identify tasks adaptable to computer solutions.
  - 13.04    Identify characteristics of various operating systems.
  - 13.05    Identify the major steps in program analysis, development and implementation.
  - 13.06    Develop documentation giving program specifications.
  - 13.07    Construct documentation utilizing logic/analysis tools.
  - 13.08    Utilize an appropriate programming language to code the program solution.
  - 13.09    Develop appropriate test data for program execution.

## LIST PERFORMANCE STANDARD ADDRESSED: (CONTINUED)

NUMBER(S):            TITLES(S):

- 13.10 Test, debug and modify documentation and/or programs.
- 13.11 Complete necessary forms and documents for production runs and operational procedures.
- 13.12 Provide documentation to implement the programming package into the system.
- 13.13 Utilize standard utility packages.
- 13.14 Write a program that produces a formatted report.

14.0 PERFORM PROGRAMMING/ANALYSIS ACTIVITIES -- The student will be able to:

- 14.01 Demonstrate competencies by writing data file programs in more than one programming language.
- 14.02 Write a program that utilizes single or double dimensional arrays to solve a problem.
- 14.03 Write a program which creates, merges, accesses, sorts, and updates sequential files.
- 14.04 Write a program which creates, merges, accesses, sorts, and updates indexed sequential files.
- 14.05 Write a program which creates, merges, accesses, sorts, and updates random files.
- 14.06 Identify file organizations appropriate to linked lists, hashing functions, or indexing.
- 14.07 Demonstrate knowledge of various data communication techniques.
- 14.08 Demonstrate knowledge of data base fundamentals.
- 14.09 Demonstrate knowledge of how to apply analysis techniques to solve business problems.

PROGRAM TITLE: Computer Programming and Analysis

COURSE TITLE: Special Topics

CIP NUMBER: 0507030600

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  - 10.05   Choose appropriate action in situations requiring following a chain of command.
  - 10.06   Choose appropriate action in situations requiring effective time management.
  - 10.07   Identify ways to assign work to others.
- 11.0    PERFORM COMPUTER MATH COMPUTATIONS -- The student will be able to:
- 11.01   Demonstrate knowledge of computer systems.
  - 11.02   Demonstrate knowledge of computer arithmetic: logic/truth tables.
- 12.0    PERFORM DATA FILE ACTIVITIES -- The student will be able to:
- 12.01   Select the most efficient method of file organization for a given situation.
  - 12.02   Identify security procedures to maintain integrity of files.
- 13.0    PERFORM FUNDAMENTAL COMPUTER PROGRAMMING ACTIVITIES -- The student will be able to:
- 13.01   Demonstrate a knowledge of computer concepts and terminology.
  - 13.02   Identify basic computer components and their functions.
  - 13.03   Identify tasks adaptable to computer solutions.
  - 13.04   Identify characteristics of various operating systems.
  - 13.05   Identify the major steps in program analysis, development and implementation.
  - 13.06   Develop documentation giving program specifications.
  - 13.07   Construct documentation utilizing logic/analysis tools.
  - 13.08   Utilize an appropriate programming language to code the program solution.

## LIST PERFORMANCE STANDARD ADDRESSED: (CONTINUED)

NUMBER(S):            TITLES(S):

- 13.09    Develop appropriate test data for program execution.
- 13.10    Test, debug and modify documentation and/or programs.
- 13.11    Complete necessary forms and documents for production runs and operational procedures.
- 13.12    Provide documentation to implement the programming package into the system.
- 13.13    Utilize standard utility packages.
- 13.14    Write a program that produces a formatted report.

14.0    PERFORM COMPUTER INFORMATION SYSTEMS ANALYSIS ACTIVITIES -- The student will be able to:

- 14.01    Prepare appropriate systems and analysis charts and other visual aids.
- 14.02    Describe the major steps in the systems development cycle.
- 14.03    Identify the type of software package most appropriate to the solution of a problem.
- 14.04    Identify the most appropriate software package and perform word processing activities.
- 14.05    Identify the most appropriate software package and perform electronic spreadsheet activities.
- 14.06    Identify the most appropriate software package and perform database/filing activities.
- 14.07    Identify the most appropriate software package and perform graphics activities.
- 14.08    Identify the most appropriate software package and perform integrated software activities.
- 14.09    Identify the most appropriate software package and perform data communications activities.
- 14.10    Identify the most appropriate software package and perform accounting/financial activities.
- 14.11    Identify the most appropriate software package and perform specialized activities such as CAD/CAM, statistical analysis, process control, etc.
- 14.12    Identify situations where software packages and/or custom developed packages need to be integrated with each other.
- 14.13    Identify situations where software packages and/or hardware need to be integrated with software/hardware available on other types of computers.
- 14.14    Write specialized application routines utilizing macros, database programming, and command files.
- 14.15    Select appropriate hardware devices to accomplish assigned tasks.
- 14.16    Identify causes of common hardware/software malfunctions.
- 14.17    Identify appropriate vendor sources for software, hardware and auxiliary supplies.
- 14.18    Identify skills necessary to install software packages.
- 14.19    Identify skills needed to train users in the operation of a software package.



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

<b>Section 1</b> COURSE PREFIX AND NUMBER: <u>CIS 2931</u>	<b>SEMESTER CREDIT HOURS (CC):</b> <u>1</u> <b>CONTACT HOURS (NCC):</b> _____
<b>COURSE TITLE:</b> _____	

**Section 2**  
**TYPE OF COURSE: (Click on the box to check all that apply)**

<input type="checkbox"/> AA Elective	<input type="checkbox"/> AS Required Professional Course	<input type="checkbox"/> College Prep
<input checked="" type="checkbox"/> AS Professional Elective	<input type="checkbox"/> AAS Required Professional Course	<input type="checkbox"/> Technical Certificate
<input type="checkbox"/> Other _____	<input type="checkbox"/> PSAV	<input type="checkbox"/> Apprenticeship
<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"/> Communications	<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

<b>Section 5</b> <b>LEARNING OUTCOMES</b>	<b>METHOD OF ASSESSMENT</b>
• Discuss topic(s)	Authentic Learning Tasks and/or Exams
• Explain development of technology related to topic(s)	Authentic Learning Tasks and/or Exams
• Demonstrate skills related to topic(s)	Authentic Learning Tasks and/or Exams
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**Section 6**  
 Name of Person Completing This Form: Gail Gehrig                      Date: 9/17/07