

FLORIDA STATE COLLEGE AT JACKSONVILLE

COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER: CIS 2932

COURSE TITLE: Special Topics

PREREQUISITE(S): None

COREQUISITE(S): None

STUDENT ADVISING NOTES: Depends Upon Topic

CREDIT HOURS: 2

CONTACT HOURS/WEEK: 2.6

CONTACT HOUR BREAKDOWN:

 Lecture/Discussion: 2

 Laboratory: .6

 Other _____:

FACULTY WORKLOAD POINTS: 2.42

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. May be repeated for credit.

SUGGESTED TEXT(S): Book titles vary depending upon topic.

IMPLEMENTATION DATE: Spring, 2003 (20032)

REVIEW DATE: Fall Term, 2008 (20091) - Outline Review 2007

COURSE TOPICS	CONTACT HOURS <u>PER TOPIC</u>
I. Introduction and Orientation	5
A. Purpose of Course	
B. Syllabus Review	
II. Course Content	35
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:	45

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.

LIST PERFORMANCE STANDARD ADDRESSED: (CONTINUED)

NUMBER(S): TITLES(S):

- 03.12 Prepare a deposit slip and adjust checkbook.
- 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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- 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.
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 - 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 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.
 - 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 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.

