

Bossier Parish Community College

Syllabus

Course Prefix and Number: CIS 105

Credit Hours: 3

Course Title: Computer Concepts

Course Prerequisites: None

Textbook: Microsoft Office 2007 – Introductory Concepts and Techniques (Windows Vista Edition), by Shelly, Cashman, and Vermaat, 2008, Thomson Course Technology.

Course Description: Introduction to personal computer application software, hardware components, and the Internet. The course covers an introduction to word processing, electronic spreadsheet, database, and presentation software.

Learning Outcomes:

At the end of this course, the student will

- A. create and edit simple word processing documents;
- B. create and edit simple spreadsheets;
- C. create and edit simple databases;
- D. create and edit simple presentations.

To achieve the learning outcomes the student will

(The letter designations at the end of each statement refer to the learning outcome(s).)

1. reproduce a document using a word processing program; (A)
2. perform formatting on a text document; (A)
3. calculate solutions for mathematical problems using spreadsheet software; (B)
4. use a spreadsheet to create a chart; (B)
5. locate the parts of a database; (C)
6. manipulate a database; (C)
7. arrange parts of a presentation; and (D)
8. choose a design template for a presentation. (D)

Course Requirements:

1. A student must successfully complete all learning outcomes to successfully complete the course.
2. Achieve a course average of 70% or above.
3. Each student is expected to attend class regularly; excessive unexcused absences constitute grounds for suspension (refer to the student handbook for attendance policies).
4. Students must have access to *Microsoft Office 2007 Professional*. The software is available to the student on campus during scheduled computer lab

times and in the Technology Resource Center located on the second floor of the BPCC library.

Course Grading:

- A. Letter grades will be assigned based on a ten point grading scale (89.50-100 = 'A', 79.50-89.49='B', 69.50-79.49='C', 59.50-69.49='D', 0-59.49='F').
- B. Students are required to complete a minimum of two assignments per project.