

Bossier Parish Community College Syllabus

Course Prefix and Number: CIS 115

Credit Hours: 3-3-0

Course Title: Software Applications

Course Prerequisites: CIS 105

Textbook: Microsoft Office 2010: Advanced, by Shelly and Vermaat, 2011, Course Technology.

Course Description: The course covers intermediate concepts in word processing, electronic spreadsheet, database, and presentation software.

Learning Outcomes:

At the end of this course the student will

- A. create and edit intermediate level word processing documents.
- B. create and edit intermediate level spreadsheets.
- C. create and edit intermediate level databases.
- D. create and edit intermediate level presentations.

Course Objectives:

Students will have mastered the material in this project when they can:

1. incorporate formatting in text documents; (A)
2. apply mail merge techniques; (A)
3. calculate solutions for mathematical problems using spreadsheet software; (B)
4. use multiple worksheets in a spreadsheet; (B)
5. create database objects; (C)
6. manipulate a database; (C)
7. integrate custom backgrounds and diagrams in a presentation; and (D)
8. use graphics in 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 2010 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.