



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

LAST REVIEW: 2008-2009

(2006-2007)

NEXT REVIEW: 2013-2014

(2008-2009)

STATUS: A

(A, I, D)

COURSE TITLE: Computer Applications

COMMON COURSE NUMBER: CGS 2100C

CREDIT HOURS: 3

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS:

(Voc. Course ONLY)

Lecture: **32**

Lab: **16**

Clinic:

Other:

PREREQUISITE(S): CGS 1060C or Placement

COREQUISITE(S): none

PRE/COREQUISITE(S):

COURSE DESCRIPTION:

This is an intermediate-level course in computer applications software. Students will gain knowledge and experience in the use and capabilities of word-processing, spreadsheet, database, and presentation graphics applications. Through case studies, students will learn to develop comprehensive solutions to various types of problems. Integration between applications will be emphasized.

UNIT TITLES

1. Working on a Group Project
2. Document Formats, Columns, Charts, Special Effects, and Styles
3. Working with Tables, Graphics, and Objects
4. Mail Merge and Automating Mass Mailings
5. Advanced Spreadsheet Functions
6. Creating Spreadsheet Charts and Diagrams
7. Working with Spreadsheet Templates and File Formats
8. Using Spreadsheets' Database Capabilities
9. Building and Maintaining a Relational Database
10. Creating Databases and Tables
11. Sorting, Filtering, and Querying a Database
12. Creating Database Forms and Reports
13. Enhancing Presentations with Graphic Elements and Techniques
14. Creating Presentations for the Web
15. Integrating Applications



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ASSESSMENT:

Please provide a brief description (250 characters maximum) that details how students will be assessed on the course outcomes.

Evaluation instruments will include written and/or skills-based examinations and individual in-class and/or take-home assignments. Evaluation methods may also include group in-class and/or take-home assignments.

**** Complete the following only if course is seeking general education status ****

GENERAL EDUCATION Competencies and Skills*:

Please highlight in green font all Competencies/Skills from the list below that apply to this course. In the box to the right of the Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

| | |
|---|--|
| 1. Read with critical comprehension | |
| 2. Speak and listen effectively | |
| 3. Write clearly and coherently | |
| 4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate) | |
| 5. Demonstrate and apply literacy in its various forms: (highlight in green ALL that apply) (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental) | |
| 6. Apply problem solving techniques to real-world experiences | |
| 7. Apply methods of scientific inquiry | |
| 8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings | |
| 9. Demonstrate an understanding of and appreciation for human diversities and commonalities | |
| 10. Collaborate with others to achieve common goals. | |
| 11. Research, synthesize and produce original work | |
| 12. Practice ethical behavior | |
| 13. Demonstrate self-direction and self motivation | |
| 14. Assume responsibility for and understand the impact of personal behaviors on self and society | |
| 15. Contribute to the welfare of the community | |

** General Education Competencies and Skills endorsed by '05-'06 General Education Task Force*



Common Course Number: CGS 2100C

UNITS

Unit 1 Working on a Group Project

General Outcome:

1.0 The student shall: be able to work on a Group Project

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

1.1 Review and Modify Document Properties

1.2 Use Comments in a Document

1.3 Track Changes in a Document

1.4 Circulate Documents for Review

1.5 Compare and Merge Documents



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Unit 2 Document Formats, Columns, Charts, Special Effects, and Styles

General Outcome:

- 2.0 The student shall: be able to use Document Formats, Columns, Charts, Special Effects, and Styles**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Create a Document Using a Template**
- 2.2 Create an Outline**
- 2.3 Create a Multi Column Document**
- 2.4 Create a Chart from a Word Table**
- 2.5 Format a Chart**
- 2.6 Add Special Text Effects**
- 2.7 Use existing Styles**
- 2.8 Create and Modify New Styles**



Common Course Number: CGS 2100C

Unit 3 Working with Tables, Graphics, and Objects

General Outcome:

3.0 The student shall: be able to Work with Tables, Graphics, and Objects

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

3.1 Create and Apply a Custom Table Style

3.2 Modify Table Properties

3.3 Draw a Complex Table

3.4 Insert Objects in a Table

3.5 Modify an Image



Common Course Number: CGS 2100C

Unit 4 Mail Merge and Automating Mass Mailings

General Outcome:

4.0 The student shall: be able to use Mail Merge and Automating Mass Mailings

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

4.1 Create Labels Using the Mail Merge Wizard

4.2 Create a Form Letter

4.3 Merge Letters with Records from the Data Source



Common Course Number: CGS 2100C

Unit 5 Advanced Spreadsheet Functions

General Outcome:

5.0 The student shall: be able to use Advanced Spreadsheet Functions

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

5.1 Create Range Names

5.2 Use Range Names in a Formula

5.3 Create Statistical Functions

5.4 Create Date and Time Functions

5.5 Create Financial and Logical Functions



Common Course Number: CGS 2100C

Unit 6 Creating Spreadsheet Charts and Diagrams

General Outcome:

6.0 The student shall: be able to Create Spreadsheet Charts and Diagrams

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

6.1 Create and Modify a Column Chart

6.2 Create and Modify a Line Chart

6.3 Create and Modify a Pie Chart

6.4 Print Charts

6.5 Create a Diagram

6.6 Organize and Format Worksheets



Common Course Number: CGS 2100C

Unit 7 Working with Spreadsheet Templates and File Formats

General Outcome:

7.0 The student shall: be able to Work with Spreadsheet Templates and File Formats

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

7.1 Use Excel Templates

7.2 Enhance a Worksheet with AutoFormats and Styles

7.3 Prepare a Worksheet to Share with Others

7.4 Use Drawing Tools

7.5 Use the Research Feature



Common Course Number: CGS 2100C

Unit 8 Using Spreadsheets' Database Capabilities

General Outcome:

8.0 The student shall: be able to Use Spreadsheets' Database Capabilities

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

8.1 Import Data into Excel

8.2 Sort Data

8.3 Manage Data Using a Data Form

8.4 Use AutoFilter

8.5 Analyze Data with Excel Database Tools

8.6 Use Database Functions



Common Course Number: CGS 2100C

Unit 9 Building and Maintaining a Relational Database

General Outcome:

9.0 The student shall: be able to Build and Maintain a Relational Database

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

9.1 View Relationships in a Database

9.2 Establish Relationships between Tables

9.3 Identify and Correct Design Errors in Tables

9.4 Create a Query from Joined Tables

9.5 Protect and Maintain a Database



Common Course Number: CGS 2100C

Unit 10 Creating Databases and Tables

General Outcome:

10.0 The student shall: be able to Create Databases and Tables

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

10.1 Create a New Database

10.2 Create a New Table

10.3 Add Records to a Table

10.4 Find and Edit Records in a Table

10.5 Modify the Table Design

10.6 Create Table Relationships



Common Course Number: CGS 2100C

Unit 11 Sorting, Filtering, and Querying a Database

General Outcome:

11.0 The student shall: be able to Sort, Filter, and Query a Database

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

11.1 Sort Records

11.2 Filter Records

11.3 Create a Select Query

11.4 Edit an Existing Query

11.5 Sort Data in a Query

11.6 Specify Criteria in a Query

11.7 Use Compound Criteria



Common Course Number: CGS 2100C

Unit 12 Creating Database Forms and Reports

General Outcome:

12.0 The student shall: be able to Create Database Forms and Reports

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

12.1 Create an Auto Form

12.2 Use a Form to Add and Delete Records

12.3 Create a Form using the Form Wizard

12.4 Modify a Form

12.5 Create an Auto Report

12.6 Create a Report Using the Report Wizard

12.7 Modify the Design of a Report

12.8 Print a Report



Common Course Number: CGS 2100C

Unit 13 Enhancing Presentations with Graphic Elements and Techniques

General Outcome:

13.0 The student shall: be able to Enhance Presentations with Graphic Elements and Techniques

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

13.1 Draw and Format Lines

13.2 Create Basic Shapes and Text Boxes

13.3 Edit Format Drawing Objects

13.4 Create and Format Word Art

13.5 Insert Images

13.6 Enhance Objects with Visual Effects

13.7 Apply Custom Animation

13.8 Create Motion Paths



Common Course Number: CGS 2100C

Unit 14 Creating Presentations for the Web

General Outcome:

14.0 The student shall: be able to Create Presentations for the Web

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

14.1 Create a Design Template

14.2 Enhance Presentations with Sound

14.3 Modify Presentations Using Research and Comparison Tools

14.4 Share Files with Other Users

14.5 Format a Presentation for the Web



Common Course Number: CGS 2100C

Unit 15 Integrating Applications

General Outcome:

15.0 The student shall: be able to Integrate Applications

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

15.1 Embed Excel Charts and Data in a Word Document

15.2 Link Excel Charts PowerPoint Presentations

15.3 Import Data from a Word Table

15.4 Use Mail Merge to Integrate Access and Word

Import Data from Excel to Access

Link an Access Form to an Excel Worksheet

Add an Excel Chart to a Power Point Presentation

Add an Excel Chart to an Access Form and Access Report