UNIVERSITY COLLEGE of the FRASER VALLEY

COURSE IMPLEMENTATION DATE:[ ]
COURSE REVISED IMPLEMENTATION DATE:[September 2002
COURSE TO BE REVIEWED:[September 2006]
(Four years after implementation date)

OFFICIAL COURSE OUTLINE INFORMATION

Students are advised to keep course outlines in personal files for future use.

Shaded headings are subject to change at the discretion of the department and material will vary
- see course syllabus available from instructor

FACULTY/DEPARTMENT: COMPUTER INFORMATION SYSTEMS

CIS 110		3
COURSE NAME/NUMBER	FORMER COURSE NUMBER	UCFV CREDITS

COMPUTERIZED BUSINESS APPLICATIONS
COURSE DESCRIPTIVE TITLE

CALENDAR DESCRIPTION:

Designed for students with a basic foundation in the use of microcomputer software applications. Students will accelerate directly into the use and integration of some of the more advanced features of applications such as word processing, electronic worksheets, database management, and visual and graphic software. Emphasis is on computer use to analyze and solve problems in a business environment.

PREREQUISITES: Familiarity with Windows is essential for success in this course. Students should consult the CIS web page for details. CIS 100 with a grade of C or better is recommended.

COREQUISITES: None

SYNONYMOUS COURSE(S)
(a) Replaces: N/A
(Course #)
(b) Cannot take BUS 160 for further credit
(Course #)

SERVICE COURSE TO:
(Department / Program)
(Department / Program)

TOTAL HOURS PER TERM: 45

STRUCTURE OF HOURS:

Lectures:	45	hrs
Seminar:		hrs
Laboratory:	15	hrs
Field Experience:		hrs
Student Directed Learning:		hrs
Other (Specify):		hrs

TRAINING DAY-BASED INSTRUCTION
LENGTH OF COURSE:
HOURS PER DAY:

MAXIMUM ENROLMENT: 35

EXPECTED FREQUENCY OF COURSE OFFERING: Twice per year

WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only) **YES** X **NO**

WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department) **YES** **NO**

TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE: **YES** X **NO**

AUTHORIZATION SIGNATURES:

Course designer(s): Daphne Cockerill
Chairperson: *(Curriculum Committee)*
Department Head: Paul Franklin
Dean: Karen Evans
PAC Approval in Principle Date:
PAC Final Approval Date: October 24, 2001

CIS 110

COURSE NAME / NUMBER

LEARNING OBJECTIVES / GOALS / OUTCOMES/ LEARNING OUTCOMES:

Students will be exposed to a variety of software application features at a more advanced level that will aid them in today's computerized business world. These applications may include the use of word processing, electronic worksheets, database management and visual and graphic software.

METHODS:

Lecture/lab. Students will be given a combined lecture and demonstration by an instructor using a computer and overhead projection unit. Students may follow on their own computer or wait until the demonstration is completed and work through assignments. A student lab assistant is also available throughout the class time to provide additional support. Course schedules, lesson plans, data files and additional course information may be accessed through the departmental course web site on the Internet. Some information and files are placed on the instructional network drive. Students will complete readings and homework from assigned textbook tutorials.

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Credit can be awarded for this course through PLAR YES X NO

METHODS OF OBTAINING PLAR:

Course challenge with departmental permission.

TEXTBOOKS, REFERENCES, MATERIALS:
[Textbook selection varies by instructor. An example of texts for this course might be:]

For Fall 2001 to Spring 2002, the textbook package ISBN 0-1762-2587-0 includes:

Microsoft Office 2000 Advanced Concepts and Techniques by Shelly/Cashman. ISBN: 0-7895-4649-3
HTML Introductory Concepts and Techniques by Sheely/Cashman. ISBN: 0-7895-4724-4
Web Research Guide, 2nd ed., by Heckman. ISBN: 0-1761-6979-2

SUPPLIES / MATERIALS:

1 box of 3½" HD disks
1 or more printer cards (optional)

STUDENT EVALUATION:
[An example of student evaluation for this course might be:]

4 quizzes 20% - theory - closed book, multiple choice
Midterm - 40% - practical - closed book - one 8-1/2 page cheat sheet allowed
Final 40% - practical - closed book - one 8-1/2 page cheat sheet allowed
Students must pass the final in order to pass the course.

COURSE CONTENT:

[Course content varies by instructor. An example of course content might be:]

Word:
Creating a document with a Table, Chart, and Watermark, Generating Form Letters, Mailing Labels, and Envelopes, Creating a Professional Newsletter.

Excel:
Financial Functions, Data Tables, Amortization Schedules, and Hyperlinks, Creating, Sorting, and Querying a Worksheet Database, Creating Templates and Working with Multiple Worksheets and Workbooks.

HTML:
Creating and Editing a Web Page, Creating a Web Site with Links, Creating Tables in a Web Site.

ACCESS:
Review of Creating a Database Using Design and Datasheet Views, Querying a Database Using the Select Query Window, Maintaining a Database Using the Design and Update Features of Access. THEN STUDENTS LEARN ABOUT Reports, Forms, and Combo Boxes, Enhancing Forms with OLE Fields, Hyperlinks, and Subforms.