

## CUMBERLAND COUNTY COLLEGE

Course: CS 102: Applications on the Microcomputer

Credits: 3

Prerequisites: CS 101; placement by computer skills inventory assessment or permission of the instructor.

### Description:

This course covers the more advanced features of word processing and spreadsheet that not covered in CS 101 as well as database software. The integration of application software will also be covered.

### Learning Outcomes

At the completion of this course, students will be able to:

- Use word processing software for basic desktop publishing;
- Use spreadsheet software to create, edit, and print various types of charts and graphs;
- Use database management software to create, maintain, and query data in files and to produce basic forms and reports;
- Demonstrate ability to integrate word processing, spreadsheet, database management, and presentations of software for more effective and efficient use of software.

### Topical Outline

- Desktop publishing of a Newsletter
- Spreadsheet charts and graphics
- Integrating word processing and spreadsheets
- Introduction to database management
- Creating and maintaining a database
- Querying a database
- Creating forms and reports
- Integrating Word Processing, Spreadsheets, and Databases
- Integrating Word Processing, Spreadsheets, Databases, and Presentations

Text: Microsoft Office 2016 {CCC Custom}

Student Assessment: Assessment may be accomplished through projects, portfolios, exams, presentations and/or papers.

Academic Integrity: Plagiarism is cheating. Plagiarism is presenting in written work, in public speaking, and in oral reports the ideas or exact words of someone else without proper documentation. Whether the act of plagiarism is deliberate or accidental [ignorance of the proper rules for handling material is no excuse], plagiarism is, indeed, a “criminal” offense.

As such, a plagiarized paper or report automatically receives a grade of **ZERO** and the student may receive a grade of **F** for the semester at the discretion of the instructor.

### Tutoring & Project Assist

If you are having difficulty with work in this class tutoring is available through the Center for Academic & Student Success. If you think that you might have a learning disability, contact Project Assist at 856.691.8600 x 1282 for information on assistance that can be provided to eligible students.

### **Before Withdrawing From This Course**

If a student experiences adverse circumstances while enrolled in this course and considers withdrawing, s/he should see an advisor (division or advisement center) **BEFORE** withdrawing from the class. A withdrawal may cause harmful repercussions to completion rate standards and overall GPA which can limit or eliminate future financial aid in addition to causing academic suspension.