

Common Course Outline
CINS116
Emerging PC Software
3 Semester Hours

The Community College of Baltimore County

Description

CINS 116 – 3 Credits – Emerging PC Software explores emerging application software and technologies for PC and mobile devices. Students utilize Productivity Suites, Desktop Publishing, Web Authoring and other personal computer software to increase productivity, produce professional documents, as well as manage and share information for education, employment and personal enrichment. This course is designed for students with previous software knowledge that desire to get an introduction to the latest application software.

Prerequisites: (ENGL 051 or LVE 1) and (RDNG 051 or LVR 1)

Overall Course Objectives

Upon completion of this course the student will be able to:

1. utilize application software to improve time management, and the planning and organization of personal, professional and academic activities;
2. evaluate the appropriate software and technical skills to solve every day problems;
3. research and learn new technology skills independently;
4. utilize operating system and file management basics as they relate to application software;
5. utilize Internet technologies as they relate to application software;
6. assess computer security risks as they relate to application software;
7. transition into the latest version of Productivity Suite software;
8. create desktop publishing documents;
9. investigate and utilize the latest Web Technologies;
10. extract, evaluate and ethically use information from a variety of online sources using emerging search techniques;
11. analyze the latest Operating System; utilizing the new features effectively;
12. maintain a personal information manager;
13. use multimedia software for personal enrichment;
14. create, organize and share personal, academic, and professional notes and information from a variety of sources;
15. create a blog and/or personal website;
16. create and maintain a Mind Map to plan and diagram a process or project;
17. create, manipulate, view, comment, and navigate a Portable Document File (PDF);
18. utilize global or multi-language features of application software taught in the course;
19. utilize various software features to relay ideas and information visually; and,
20. create an E-Portfolio that includes course projects and other employment documents.

Major Topics

- I. Emerging PC and Internet Technologies
- II. Productivity Software Suites (including Open Source software)
- III. Desktop Publishing software
- IV. Diagramming, planning and brainstorming using Diagramming/Mapping software
- V. Using Multimedia software for personal enrichment
- VI. Creating a blog and/or personal website using Web Authoring software
- VII. Using Adobe Reader and creating Portable Document Files (PDF)
- VIII. Utilizing templates, wizards, add-ins and integration features of software
- IX. Utilizing the multi-language feature of application software
- X. Creating an E-Portfolio

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following:

- A minimum of 4 student customized projects; each using a different software package from the Major Topics.
- Final Project (an E-Portfolio or similar project that includes integration of a variety of software)
- Midterm Exam
- Comprehensive Final Exam

Other Course Information

This course is taught in a computerized environment

Individual faculty members may add additional course objectives, topics and course requirements to the minimum requirements stated in the Common Course Outline.

This course is being proposed as a General Education Information Technology Category requirement for graduation.

Software in this course will be evaluated at least every two years to insure its relevance.