JEFFERSON COLLEGE
COURSE SYLLABUS

CIS133
Microcomputer Software Applications
3 Credit Hours

Prepared by:
Michael R. Logan
July 10, 2008

Career and Technical Education
Dr. John Keck, Dean
CIS133 Microcomputer Software Applications

I. Catalogue Description

A. Prerequisite: None

B. 3 credit hours

C. Microcomputer Software Applications gives practical experiences using widely utilized microcomputer software application programs: word processing (Word), spreadsheet (Excel), database (Access), and presentation (PowerPoint). Students will also learn basic Windows functions and briefly explore the Internet. Students may need to work in the computer laboratory outside of class in order to complete the assignments. This course fulfills the computer literacy graduation requirement for degree-seeking students. (F,S,Su)

II. Expected Learning Outcomes/Assessment Measures

| Students will be able to operate in a windows environment including computer hardware and software. | In-class quizzes and/or in-class projects/worksheets on which students demonstrate the ability to utilize the windows hardware and software. |
| Students will be able to create and modify documents using Word application software. | In-class exam as well as homework and/or quizzes and/or in-class projects/worksheets on which students create documents that include tables, source references, headers, footers, and graphics. |
| Students will be able to create and modify spreadsheets and worksheets using Excel application software. | In-class exam as well as homework and/or quizzes and/or in-class projects/worksheets on which students create spreadsheets and worksheets that include multiple calculations and formulas, conditional formatting, forecasting, graphics, and charts. |
| Students will be able to create, modify, and query databases using Access application software. | In-class exam as well as homework and/or quizzes and/or in-class projects/worksheets on which students create databases utilizing the table view, add fields, enter records, create a form, query the database, and create multiple reports. |
| Students will be able to create and modify a presentation program using PowerPoint application software. | In-class quizzes and/or in-class projects/worksheets on which students create a presentation that includes multiple slides, graphics, bullets, picture enhancements, formats, speaker notes, and animation effects. |
| Students will be able to research and summarize information using the Stars software application package and Internet search engines. | In-class quizzes and/or in-class projects/worksheets on which students demonstrate the ability to research pertinent data including transcripts, email functions, financial information, and scheduling. |
Students will be able to link the word, spreadsheet, database and presentation applications together. In-class quizzes and/or in-class projects/worksheets on which students create documents that combine certain tools and functions in documents, presentations, worksheets, and databases.

III. Course Outline with Unit Objectives

A. Windows and Computer Essentials
   1. System Software
   2. Application Software
   3. Microcomputer Hardware
   4. Connectivity and Peripherals
   5. Data Management

B. Word
   1. Creating and Editing a Document
   2. Enhanced Formatting Features
   3. Graphics and Tables
   4. Research Report Functions
   5. Source Reference Application

C. Excel
   1. Creating a Spreadsheet/Worksheet
   2. Developing Formulas
   3. Formatting of Text and Numbers
   4. Simple and Multi-Series Charts
   5. Forecasting and Conditional Formatting

D. Access
   1. Creating a Database
   2.Datasheet view and Design view
   3. Entering Records utilizing a Form
   4. Querying a Database
   5. Creating Reports

E. STARS and Internet
   1. Student Information at STARS
   2. Search Capabilities
   3. Research Functions and on-line Databases

F. Linking Applications
   1. Documents and a Web Browser
   2. Embedding with Excel
   3. Exporting from a Database
IV. Method(s) of Instruction
   A. Lecture
   B. Hands-on practice sessions in lab
   C. Discussion

V. Required Textbook(s) with publication information

VI. Required Materials (student)
   Jump-Drive, Writing utensil

VII. Supplemental References
    Online resources (including Student files) and other reference material

VIII. Method of Evaluation (basis for determining course grade)
   A. Examinations 50%
   B. Assignments/Homework 40%
   C. Quizzes 10%

IX. ADA Statement
    Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3000, ext. 169.

X. Academic Honesty Statement
    All students are responsible for complying with campus policies as stated in the Student Handbook (see College Website).