CIS133
MICROCOMPUTER SOFTWARE APPLICATIONS
3 Credit Hours

Revised by:
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CIS133 Microcomputer Software Applications

I. CATALOGUE DESCRIPTION

A. Pre-requisite and/or Co-requisite: Reading Proficiency

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,O)

II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

<table>
<thead>
<tr>
<th>Task</th>
<th>Assessment Measures</th>
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<tbody>
<tr>
<td>Operate in a windows environment including computer hardware and software</td>
<td>In-Class Quizzes and/or In-Class Projects/Worksheets</td>
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<tr>
<td>Create and modify Word Documents that include Tables, source references, Headers, Footers, and Graphics</td>
<td>In-Class Exam as well as Homework and/or Quizzes and/or In-Class Projects/Worksheets</td>
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<tr>
<td>Create and modify Excel Spreadsheets and Worksheets that include multiple Calculations and Formulas, Conditional Formatting, Forecasting, Graphics, and Charts</td>
<td>In-Class Exam as well as Homework and/or Quizzes and/or In-Class Projects/Worksheets</td>
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<tr>
<td>Create, Modify, and Query Access databases that include utilizing the Table view, adding Fields, entering Records, creating a Form, querying the Database, and creating multiple Reports</td>
<td>In-Class Exam as well as Homework and/or Quizzes and/or In-Class Projects/Worksheets</td>
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<tr>
<td>Create and modify a PowerPoint Presentation that includes multiple Slides, Graphics, Bullets, Picture Enhancements, Formats, Speaker Notes, and Animation Effects.</td>
<td>In-Class Quizzes and/or In-Class Projects/Worksheets</td>
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III. OUTLINE OF TOPICS

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. BlackBoard and Internet
   1. Student information in BlackBoard
   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. Lectures
   B. Hands-on Practice Sessions in Lab
   C. Discussions

V. REQUIRED TEXTBOOK(S)

VI. REQUIRED MATERIALS
   Jump-Drive and Writing Utensil

VII. SUPPLEMENTAL REFERENCES
   Online Resources (including Student Files) and other Reference Materials

VIII. METHOD OF EVALUATION
   A. Exams 30%
   B. Assignments/Homework 60%
   C. Quizzes 10%

IX. ADA AA STATEMENT
   Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library phone 636-481-3169).
X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, http://www.jeffco.edu).

XI. ATTENDANCE STATEMENT

Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.