

Date Adopted: _____

Date Reviewed: Aug 2015

Date Revised: Aug 2015

CIS 146 Microcomputer Applications

I. CIS 146 Microcomputer Applications – 3 Semester Hours

II. Course Description

This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages.

III. Prerequisite

Keyboarding Skills Recommended

IV. Textbook

Textbook: Microsoft Office 2013: Introductory, w/SAM 2.0 with eBook/Videos incorporated
(aka MindTap)

Publisher: Course Technology

Author: Misty E. Vermaat.

V. Course Objectives

1. Explain the basic operating system of a computer.
2. Use word processing software.
3. Use electronic spreadsheet software.
4. Use database management software.
5. Use presentation graphics software.

VI. Course Outline of Topics

1. Explain the basic operating system of a computer.
 - a. Terms
 - b. Input/Output Devices
 - c. File Management
2. Use word processing software.
 - a. Components of the document window
 - b. Toolbars and menu commands
 - c. Planning a document
 - d. Develop word processing documents
 - Create a new document
 - Scroll a document
 - Correct errors
 - Save, preview, and print a document
 - Enter information using automatic features
 - Insert and resize graphics
 - Check spelling and grammar
 - Move the insertion point around the document
 - Select and delete text
 - Reverse edits using the Undo and Redo buttons
 - Move text within the document
 - Find and replace text

- Change margins, line spacing, alignment, and paragraph indents
 - Change fonts and adjust font sizes
 - Emphasize points with bullets, numbering, boldface, underlining, and italics
 - Add a comment to a document
 - Insert headers and footers
 - Insert footnotes and headers
3. Use electronic spreadsheet software.
 - a. Components of spreadsheets
 - b. Developing and working with spreadsheets
 - Planning a spreadsheet
 - Insert text, values, and formulas into a worksheet
 - Insert and delete worksheet rows and columns
 - Copy and paste formulas and functions
 - Resize worksheet rows and columns
 - Navigate within and between worksheets
 - Select and move worksheet cells
 - Print a workbook
 - Work with the Insert Function button
 - Financial functions
 - Work with absolute and relative references
 - Use auto-fill features
 - Create simple logical data and financial functions formulas
 - Create charts and graphs
 - Integrating software applications
 4. Use database management software.
 - a. Database terms
 - b. Components of a database
 - c. Developing and managing a database
 - Create a new database and set filed properties
 - Open an existing query, and create, sort and navigate a new query
 - Create and save a table
 - Define fields and specify a table's primary key
 - Open and navigate a table
 - Add records to a table
 - Modify the structure of a table
 - Delete, move and add fields
 - Change field properties
 - Save a database
 - Create and navigate a form
 - Create, preview and navigate a report
 - Delete and change records
 - d. Opening an existing database
 - e. Integrating software applications
 5. Use presentation graphics software.
 - a. Components of the presentation software
 - b. Developing a presentation
 - Planning a presentation
 - Open and view an existing presentation
 - Create a folder for saving presentations
 - Create a presentation using the templates or wizard
 - Add, move and delete slides

- Promote and demote text in the Outline tab
 - Create speaker notes for slides
 - Check the spelling and style in a presentation
 - Preview and print slides
 - Print outlines, handouts and speaker notes
 - Create, resize and move text and graphics
 - Add a design template and modify the design using the Slide Masters
 - Insert tab stops to align text
 - Change the layouts of existing slides
 - Insert and resize pictures and clip-art images
 - Insert transitions, animations, and sounds
 - Create tables, diagrams, and graphs
 - Draw and manipulate a simple graphic using AutoShapes
- c. Integrating software applications

VII. Evaluation and Assessment

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

VIII. Attendance

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

IX. Statement on Discrimination/Harassment

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

X. Americans with Disabilities

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. The ADA Accommodations Office is in FSC 305 (205-856-7731).