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| **ELEMENT** | **CONTENT** |
| DEPARTMENT | BUS |
| AUTHOR (S) | Lori Rivers |
| COURSE NUMBER | **CIS 1041** |
| COURSE TITLE | **Computer Applications** |
| SHORT TITLE | Computer Apps |
| COURSE LEVEL | 1000 |
| DATE CREATED |  |
| CHECKED/CHANGED | 1/23/2017 |
| PREREQUISITES |  |
| COREQUISITES |  |
| RESTRICTIONS |  |
| SPECIAL FEES | No |
| CREDITS | 3 |
| HOURS | 1 hour of lecture, 4 hours of hybrid format lab per week |
| SEMESTER | Fall |
| COURSE DESCRIPTION | This course is a hands-on introduction to information professing using the Windows operating system and application software designed for computers and mobile devices. The course covers file management, presentation graphics, word processing, and spreadsheets. Basic algebra skills are recommended. |
| SUGGESTED TEXTS | *Microsoft Office 2013: First Course (Illustrated Series)*; Beskeem, Cram, Duffy, Friedrichsen, & Reading |
| OPTIONAL TEXTS |  |
| COURSE OUTCOMES | The successful student will be able to:   1. Describe the hardware components of a computer system and explain how they work together 2. Describe the general functions of the operating system and its interaction with computer hardware and applications software 3. Describe the significance and threat of computer malware (trojans, worms, spyware, phishing) and understand the need for safe computing practices and current methods of file backup procedures 4. Discuss the importance of a file management system and apply file management principles on local or remote networks (cloud computing) 5. Explain the function and primary features of a word processing program for use in creating, editing, and formatting letters, resumes, research papers, newsletters (including mail merge), desktop publishing, and sharing images across applications 6. Explain the function and primary features of a spreadsheet program 7. Design and build a spreadsheet using labels, values, formulas, functions, and differentiate between absolute and relative references 8. Modify a spreadsheet using various copying and formatting options designed for data manipulation 9. Build and print a graph/chart 10. Use spreadsheet software to present and analyze quantitative information, to draw conclusions from information, and to evaluate the reliability of those conclusions 11. Create an effective presentation to demonstrate proficiency in using text, graphs, organizational charts, tables, artwork, drawing tools, and multimedia 12. Identify internet resources and search engines for effective research and retrieval of information on a specific topic 13. Identify the appropriate uses of these software applications in the work environment 14. Discuss legal and ethical issues related to computers and information processing including copyright infringement and plagiarism 15. Access, navigate, and participate in an online learning environment |
| COURSE CONTENT | 1. Introduction to Windows, file management, and Microsoft Office 2. Microsoft Word    1. Introduction to Word    2. Creating basic business documents    3. Editing basic business documents    4. Formatting text and paragraph    5. Formatting documents 3. Microsoft Excel    1. Introduction to Excel    2. Working with formulas & functions    3. Advanced formatting of worksheets    4. Data analysis and charts 4. Microsoft PowerPoint    1. Introduction to PowerPoint    2. Modifying and editing    3. Inserting objects    4. Finalizing a presentation |
| LAB/STUDIO OUTCOMES |  |
| LAB/STUDIO CONTENT | 1. Introduction to windows, file management, and Microsoft Office applications 2. Create basic business documents using Microsoft Word 3. Edit business documents using Word 4. Format text and paragraphs documents using Word 5. Format completed documents using Word 6. Introduction to Microsoft Excel 7. Set up a basic worksheet and workbook in Excel 8. Completing worksheets using formulas and functions in Excel 9. Create worksheets employing more advanced concepts of formatting in Excel 10. Create charts and analyze data using Excel 11. Create a basic presentation in Microsoft PowerPoint 12. Modify PowerPoint presentations 13. Enhance PowerPoint presentations by inserting objects 14. Finalize a presentation and present it to the class |
| LECTURE CAPACITY | 18 |
| LAB CAPACITY | 18 |
| GRADED OR P/NP | Graded |
| EVALUATION | Homework, lab assignments, midterm assessment, final assessment |
| DELIVERY METHOD | Lecture, Hybrid Lab |
| ROOM REQUIREMENTS | Computer lab |
| AUTHOR’S NOTES |  |