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| **ELEMENT** | **CONTENT** |
| DEPARTMENT | BUS |
| AUTHOR (S) | Lori Rivers |
| COURSE NUMBER | **CIS 1042** |
| COURSE TITLE | **Computer Applications II** |
| SHORT TITLE | Computer Apps II |
| COURSE LEVEL | 1000 |
| DATE CREATED | 2/5/2017 |
| CHECKED/CHANGED |  |
| PREREQUISITES | CIS 1041 |
| COREQUISITES |  |
| RESTRICTIONS |  |
| SPECIAL FEES | No |
| CREDITS | 3 |
| HOURS | 1 hour of lecture, 4 hours of hybrid format lab per week |
| SEMESTER | Spring |
| COURSE DESCRIPTION | In this course, the student learns advanced information processing skills using the Windows operating system and common applications for business including word processing, spreadsheets, database management, presentation graphics, publishing, and digital image manipulation. |
| SUGGESTED TEXTS | *Microsoft Office 2013: Second Course (Illustrated Series)*; Beskeem, Cram, Duffy, Friedrichsen, & Reading |
| OPTIONAL TEXTS |  |
| COURSE OUTCOMES | The successful student will be able to:   1. Demonstrate an advanced knowledge of Microsoft Word to create documents including the creation and formatting of tables; illustrating documents with graphics; working with themes and building blocks; and merging Word documents 2. Prepare spreadsheets using Microsoft Excel 3. Analyze data using formulas and advanced management of workbook data 4. Manage data using tables 5. Demonstrate a knowledge of Microsoft Access including an understanding of relational databases; building and using queries; and creating and using forms and reports 6. Demonstrate an advanced knowledge of Microsoft PowerPoint by creating visual presentations. 7. Use draw and format connectors, animations, charts, graphics, media, and objects in PowerPoint 8. Create beginning-level publications using Adobe InDesign and Adobe Photoshop 9. Use conferencing software to facilitate meetings and deliver online presentations using Adobe Connect |
| COURSE CONTENT | 1. Microsoft Word    1. Creating and formatting tables    2. Illustrating documents with graphics    3. Working with themes and building blocks    4. Merging word and final document review 2. Microsoft Excel    1. Analyzing data using formulas    2. Managing workbook data    3. Managing data using tables    4. Analyzing table data 3. Integrating Microsoft Word and Excel 4. Microsoft Access    1. Introduction to relational data bases    2. Building and using queries    3. Using forms and reports 5. Microsoft PowerPoint    1. Working with advanced tools and masters    2. Enhancing charts    3. Inserting graphics media and objects    4. Using other advanced features 6. Introduction to Adobe |
| LAB/STUDIO OUTCOMES |  |
| LAB/STUDIO CONTENT | 1. Create and format tables using Microsoft Word 2. Illustrate documents with graphics 3. Use themes and building blocks to enhance documents 4. Use the merge features in Word and complete documents using all features learned 5. Analyzing data using formulas in Excel 6. Use advanced techniques to manage workbook data 7. Use tables to manage data 8. Analyze table data 9. Integrate documents and worksheets using and Word and Excel 10. Create databases, edit data, and build and use queries using Access 11. Use forms and reports from Access databases 12. Using PowerPoint to work with advanced tools and masters and enhance charts 13. Inserting graphics, media, and objects and other advanced features to create professional presentations using PowerPoint 14. Common uses for Adobe applications in business |
| 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 |  |