

Passaic County Community College
Academic Year: 2023-2024
Standard Syllabus



Department Chair: Merrill Siege
Program Coordinator:

Course Code: CIS 125

Course Title: Microcomputer Software I

Department: CIS/Engineering

Semesters Offered: Fall, Spring

Course Description: This course trains students in a current version of the Windows-based Microsoft Office suite of tools. Students will learn to apply Microsoft Excel, Access, PowerPoint and Word to business problems. Students will use Excel to format, chart, and manipulate data, including data analysis using formulas, built-in functions, tables, and PivotTables. In Access, students will be taught what a database is, create and modify tables, query and filter data, and create basic reports and forms. Students will develop and design effective presentations using PowerPoint, including using slide masters and infographics, and use Word features including formatting multiple-page documents, tables and mail merge.

Prerequisites: CIS 101 or CIS 107

Credits: 3

Lecture Hours: 3

Lab/Studio Hours: 0

Clinical/Fieldwork Hours: 0

Required Textbook/Materials: **ELECTRONIC BOOK INCLUDED** The online access code for an electronic book is included in your course registration. Physical textbooks can be ordered from Pearson for \$35 each book.

Additional Time and Supplemental Requirements:

Based on a 15 week semester, students are expected to complete approximately 6 hours per week of assigned work outside of class.

Notes:

This course includes projects that may require the Windows operating system and a PC version of Microsoft Office. This is especially important with Microsoft Access; there is no version of Microsoft Access for Mac OS. If you do not have these programs available, please consider the College's laptop loan program or using VDI. For the laptop loan you need to send a request to the following email laptoploan@pccc.edu. Student ID, Name and School Email. Your instructor may also make available VDI, a tool that allows you to run Microsoft Windows & Office on any machine. If so, instructions will be found in Blackboard.

Free Microsoft Office 2019/365 is available for students. See the link in Blackboard. This is available for Windows and Mac users.

Tutoring and assistance with Microsoft & Windows projects can be found through the CIS Lab. Due to COVID-19, these services will be virtual for Fall 2020. More information here: www.pccc.edu/cis/cis-lab

Course Learning Outcomes:

Upon completion of this course, students will be able to:

- Create word processing documents utilizing Microsoft Word, including formatting multiple-page documents, tables, and mail merge.
- Create spreadsheet solutions utilizing Microsoft Excel, including formulas, built-in functions, tables, and PivotTables.
- Create databases in Microsoft Access, including tables, queries, forms, and reports.
- Create presentations using Microsoft PowerPoint, including slide masters and infographics.

General Education Outcomes:

Upon completion of this course, students will be able to:

- 4-1 Use application software programs to manipulate and present data to achieve educational and personal goals
 - Students will demonstrate their acquisition of this skill by completing embedded projects in the appropriate application software packages (Word, Excel, Access, and PowerPoint)

Grading Standards:

| Component | Percentage | Other Information |
|--------------------------------|------------|-------------------|
| Exams | 35% | Two exams |
| Practice Quizzes | 5% | Two per chapter |
| Projects | 40% | One per chapter |
| Simulations | 10% | One per chapter |
| Attendance/In-Class Activities | 10% | |

COURSE CONTENT:

(Schedule and suggested topics, readings, and assignments subject to change based on instructor and instructional resource)

| | |
|----------|-----------------------------------|
| Week 1: | Syllabus Review Word Chapter 2 |
| Week 2: | Word Chapter 3 |
| Week 3: | Excel Chapter 1 |
| Week 4: | Excel Chapter 3 |
| Week 5: | Excel Chapter 2 |
| Week 6: | Excel Chapter 4 |
| Week 7: | Excel Chapter 5 |
| Week 8: | Excel/Word Exam |
| Week 9: | Access Chapter 1 |
| Week 10: | Access Chapter 2 |
| Week 11: | Access Chapter 3 |
| Week 12: | PowerPoint Chapter 1 |

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| Week 13: | PowerPoint Chapter 2 |
| Week 14: | PowerPoint Chapter 3 |
| Week 15: | Access/PowerPoint Exam |

College Policies:

For Information regarding:

- PCCC's Academic Integrity Code
- Student Conduct Code
- Student Grade Appeal Process

Please refer to the PCCC Student Handbook and PCCC Catalog

Panther Alert:

The College will announce delayed openings, closings, and other emergency situations through the Panther Alert System. Students are encouraged to sign up for Panther Alert Notifications by logging into their student accounts through the PCCC website at www.pccc.edu and following Panther Alert System instructions.

Notification for Students with Learnings Disabilities:

If you have a disability, and believe you need accommodations in this class, please contact the Office of Accessibility Services at 973-684-6395, or email ods@pccc.edu. You should do so as soon as possible at the start of each semester. If you require testing accommodations, you must remind me (the instructor) one week in advance of each test.