

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Microcomputer Business Software
COURSE NUMBER	CIST-0111
DIVISION	Career and Technical Education
DEPARTMENT	CIST
CIP CODE	11.0801
CREDIT HOURS	3
CONTACT HOURS/WEEK	Class: 3 Lab: 0
PREREQUISITES	None
COREQUISITES	None

COURSE DESCRIPTION

Microcomputer Business Software explores the use of microcomputers in business. The four most common programs of spreadsheets, database management, presentation and word processing are used as models.

PROGRAM ALIGNMENT

This course is part of a program aligned through the Kansas Board of Regents and Technical Education Authority. For more information, please visit:

https://kansasregents.org/workforce_development/program-alignment

PROGRAM LEARNING OUTCOMES

1. Microsoft Office: Produce professional-quality documentation of designs using a professional-level tool such as Microsoft Office.
2. Software operation: Operate Microsoft Word, PowerPoint, Excel, and Access effectively.

INSTITUTIONAL LEARNING OUTCOMES

- Communication
- Computation and Financial Literacy
- Critical Reasoning
- Technology and Information Literacy
- Community and Civic Responsibility
- Personal and Interpersonal Skills

TEXTBOOKS

<http://kckccbookstore.com/>

METHOD OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. Microsoft Windows 8
 - A. Introduction to Windows 8.
- II. Microsoft PowerPoint 2013
 - A. Creating and editing a basic presentation.
 - B. Enhancing a presentation with pictures and shapes.
 - C. Reusing a presentation and adding multimedia.
- III. Microsoft Word 2013
 - A. Creating, formatting, and editing a word document with a picture.
 - B. Creating a research paper with citations and references.
 - C. Creating a business letter with a letterhead and table.
- IV. Microsoft Excel 2013
 - A. Creating a worksheet and an embedded chart.
 - B. Formulas, functions, and formatting.
 - C. What-If analysis and working with large worksheets.
- V. Microsoft Access 2013
 - A. Creating and using a database.
 - B. Querying a database.
 - C. Maintaining a database.

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon completion of the course, the student will:

- A. Demonstrate knowledge of Windows software.
 - 1. Switch between tasks
 - 2. Minimize and maximize windows.
 - 3. Copy and move files.
 - 4. Create, rename, or delete a folder.
 - 5. Customize the control panel.
- B. Create a document using word processing software.
 - 6. Start the word processor.
 - 7. Print a document.
 - 8. Format a word, a paragraph, and a document.
 - 9. Insert and delete text.
 - 10. Save a document.

11. Open a previously created document.
 12. Use the spelling and grammar checker.
 13. Copy and move text.
- C. Create a workbook using spreadsheet software.
14. Open the spreadsheet software.
 15. Enter text, numbers, and formulas.
 16. Edit a cell.
 17. Create a new workbook.
 18. Format a worksheet.
 19. Add borders and shading to cells.
 20. Copy and move information.
 21. Work with multiple worksheets.
- D. Demonstrate the ability to create a file using database software.
22. Design a database.
 23. Create a database.
 24. Create a table.
 25. Add records to the table.
 26. Customize the data sheet.
 27. Print a data sheet.
 28. Query the data sheet.
 29. Create reports.
 30. Create mailing labels.
- E. Demonstrate the ability to create a power point presentation.
31. Create a title slide.
 32. Create a text slide with a multi-level bulleted list.
 33. Create a presentation on the outline tab.
 34. Create a text slide with multi-level bulleted lists on the outline tab.
 35. Add clip art to a slide.
 36. Change the slide layout.
 37. Review a presentation in slide sorter view.
 38. Apply animation schemes.
- F. Use employability skills.
39. Meet deadlines.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

College Catalog

<https://www.kckcc.edu/academics/catalog/index.html>

College Policies and Statements

<https://www.kckcc.edu/about/policies-statements/index.html>

Accessibility and Accommodations

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.