

10/19/2022 DATE

☒ REQUIRED COURSE
☐ ELECTIVE COURSE

 Business DIVISION
☐ NEW COURSE
☒ REVISION

Lake Land College

Course Information Form

COURSE NUMBER:		CIS-056		TITLE: (30 Characters Max)		Advanced Software Applications							
SEM CR HRS:	3	Lecture:		3	Lab:	0	ECH:		3				
Course Level:	<input type="checkbox"/> Gen Ed / IAI <input type="checkbox"/> Baccalaureate /Non-IAI		<input checked="" type="checkbox"/> Career/Technical <input type="checkbox"/> Dev Ed/ Not in Degree Audit		Clinical Practicum:	0	Work-based Learning	0	WBL ECH:	0			
COURSE PCS #	12 - 11. 0601		IAI Code				Contact Hours Per Week						
Repeatable (Y/N):	Y	Pass/Fail (Y/N):	N	Variable Credit (Y/N):	N	Min:		Max:		16 Wks	150	8 Wks	300
Prerequisites:	CIS-160 Practical Software Applications or equivalent												
Catalog Description: (40 Word Limit)	Advanced instruction in an office suite program with emphasis on advanced topics in word processing, spreadsheet, and presentation software.												

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
Creating, Formatting, and Editing Documents	2			
Creating Reference & Sources	3			
Creating a Business Letter, Table, Lists, and Watermark	3			
Using and Creating Template and Macros	3			
Generating Form Letters, Mailing Labels, and Directory	3			
Using Document Collaboration, Integration, and Charting Tools	3			
Work with Worksheets, Charting, and What-If Analysis	2			
Work with Financial Functions, and Data Tables	3			
Work with Multiple Worksheets and Workbooks	2			
Create, Sort, and Query a Table	3			
Create Templates, Import Data, and Work with SmartArt	1			
Work with Trendlines, Pivot Tables, Pivot Charts, and Slicers	3			
Use Data Validation and Solve Complex Problems	2			
Use Data Analysis, Marcos, Collaboration Tools	2			
Creating and Editing a Presentation	1			
Enhancing a Presentation with Pictures, Shapes, and WordArt	1			
Revising a Presentation, Adding Media and Animation, and Modifying Graphical Elements	2			
Creating and Formatting Information Graphics and Content from Outside Sources	2			
Collaborating, Delivering, and Navigating Presentations	2			
Customizing a Template using Masters, and Creating a Photo Album	2			
TOTAL	45	0	0	0

EVALUATION

QUIZZES	<input type="checkbox"/>	EXAMS	<input checked="" type="checkbox"/>	ORAL PRES	<input type="checkbox"/>	PAPERS	<input type="checkbox"/>
LAB WORK	<input type="checkbox"/>	PROJECTS	<input checked="" type="checkbox"/>	COMP FINAL	<input type="checkbox"/>	OTHER	<input type="checkbox"/>

COURSE MATERIALS

TITLE:	Shelly Cashman Series Microsoft Office Word 2021 Comprehensive		
AUTHOR:	Vermaat, Duffy		
PUBLISHER:	Cengage		
VOLUME/EDITION/URL:			
COPYRIGHT DATE:	2023		

TITLE:	Shelly Cashman Series Microsoft Office Excel 2021 Comprehensive		
AUTHOR:	Freud, Starks		
PUBLISHER:	Cengage		
VOLUME/EDITION/URL:			
COPYRIGHT DATE:	2023		

TITLE:	Shelly Cashman Series Microsoft Office PowerPoint 2021 Comprehensive		
AUTHOR:	Sebok		
PUBLISHER:	Cengage		
VOLUME/EDITION/URL:			
COPYRIGHT DATE:	2023	**Student purchase MindTap Software	

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Creating, Formatting, and Editing Documents Documents	2	Format paragraphs and text. Insert and format picture. Enhance the page. Correct errors and revise documents.
Creating References & Sources	3	Create a border. Insert citation, footnote, endnote, bibliography, table of contents, and index. Use indents. Insert cover page.
Creating a Business Letter, Table, List and Watermark	3	Insert and edit shapes and graphics, insert WordArt and SmartArt. Work with columns. Set tabs. Create building blocks. Edit and format lists and tables.
Using and Creating Template and Macros	3	Use a template. Share a document. Work with form content control features. Use a macro.
Generating Form Letters, Mailing Labels, and Directory	3	Use mail merge features.
Using Documentation Collaboration, Integration, and Charting Tools	3	Use document collaboration to review a document. Link to Excel table. Chart a table.
Work with Worksheets, Charting, and What-If Analysis Documents	2	Use absolute and relative addressing. Use the IF function. Add and format a chart. Use Goal Seek
Work with Financial Functions, and Data Tables	3	Use PMT functions. Use conditional formatting. Use a data table to perform what-if analysis.
Work with Multiple Worksheets and Workbooks	2	Use date, time, and round functions. Apply formats. Consolidate worksheet. Format pie chart.
Create, Sort, and Query a Table	3	Create a table. Query a table using AutoFilter. Use VLOOKUP, database, SUMIF, and COUNTIF functions.
Create Templates, Import Data, and Work with SmartArt	1	Create a template. Import data from. Insert and format SmartArt.
Work with Trendlines, Pivot Tables, Pivot Charts, and Slicers	3	Add a trendline to a chart and format PivotTable, PivotCharts, and reports. Add slicers.
Use Data Validation and Solve Complex Problems	2	Perform formula auditing. Add data validation to cells. Use solver, scenarios, and scenario manager.
Use Data Analysis, Marcos, Collaboration Tools	2	Use PowerPivot. Create and execute macros. Protect a worksheet.
Creating and Editing a Presentation	1	Change a document theme. Create and edit slides. Select slide transitions. View a presentation.
Enhancing a Presentation with Pictures, Shapes, and WordArt	1	Insert and format pictures, shapes, backgrounds.
Revising a Presentation, Adding Media and Animation, and Modifying Graphical Elements	2	Edit and enhance photos. Work with audio and video clips. Control animation timing. Add animation and adjust animation settings. Rehearse timings. Set slide show timings manually. Modify text boxes, WordArt, SmartArt.
Creating and Formatting Information Graphics and Content from Outside Sources	2	Insert and format SmartArt, charts, and tables. Insert an object. Embed and edit a file. Modify tables and charts.
Collaborating, Delivering, and Navigating Presentations	2	Use the review features. Set slide size. Inspect and protect files. Use presentation tools to navigate and annotate slide shows. Create a presentation from a Microsoft Word outline. Add hyperlinks. Format bullets. Hide slides.
Customizing a Template using Masters, and Creating a Photo Album	2	Use and edit a slide master. Create speaker notes. Create a custom slide show and photo album.
	45	

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:
	<ul style="list-style-type: none"> • Create, edit, and format documents.

	<ul style="list-style-type: none">• Create, edit, and manage Excel spreadsheets.
	<ul style="list-style-type: none">• Create a PowerPoint presentation using advanced techniques.

** Course Outcomes will be used in the Assessment Software for Outcomes Assessment. Limit to 3 - 5.*