2/7/2025 DATE
☐ REQUIRED COURSE
☑ ELECTIVE COURSE

BUS DIVISION
☐ NEW COURSE
☑ REVISION

Lake Land College

Course Information Form

COURSE NUMBER:	CIS-068		**TITLE:** *(30 Characters Max)*	Computer Appl-Special Topics							
SEM CR HRS:	2.0	**Lecture:**	2.0	**Lab:**	0.0	**ICCB Lab:**	0.0	**ECH:**	2.0		
Course Level:	☐ Gen Ed /IAI ☐ Baccalaureate/Non-IAI ☑ Career/Technical ☐ Dev Ed/Not in Degree Audit			**Clinical Practicum:**	0.0	**Work-based Learning**	0.0	**WBL ECH:**	0.0		
Course PCS & CIP:	12 - 52.9997		**IAI Code:**	N/A				**Contact Hours (Minutes/Week)**			
Repeatable (Y/N):	Y	**Pass/Fail (Y/N):**	N	**Variable Credit (Y/N):**	N	**Min:**		**Max:**		**16 Wks**	100	**8 Wks**	200
Prerequisites:	None										
Corequisites:	None										
Catalog Description: (40 Word Limit)	Familiarizes the student with a word processing package and a spreadsheet package with emphasis on special topics pertinent to the student population. (Repeatable 3 Times)										

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
File management	2			
Word processing	14			
Spreadsheet	14			
TOTAL	30	0	0	0

EVALUTION							
QUIZZES	☑	EXAMS	☑	ORAL PRES	☐	PAPERS	☐
LAB WORK	☑	PROJECTS	☑	COMP FINAL	☐	OTHER	☐

COURSE MATERIALS	
TITLE:	Illustrated Series Microsoft 365 and Office 2021 Introductory
AUTHOR:	Beskeen, Cram, Duffy, Friedrichson and Wermers
PUBLISHER:	Cengage
VOLUME/EDITION/URL:	1st edition
COPYRIGHT DATE:	2023

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		The student will be able to:
File management	2	1. Navigate desktop. 2. Use and manage windows. 3. Use buttons, menus and dialog boxes. 4. Navigate files and folders. 5. Open, edit, save, copy, move, rename, search, delete and restore files.
Word processing	14	1. Start and save a document. 2. Select text. 3. Navigate a document. 4. Use cut, copy, paste, find and replace features. 5. Check spelling and grammar. 6. Add hyperlinks. 7. Use format painter. 8. Change line and paragraph spacing. 9. Align paragraphs. 10. Use tabs and indents. 11. Add bullets, numbering, borders and shading. 12. Set margins. 13. Create sections and columns. 14. Insert page breaks, page numbers, tables and citations. 15. Add headers, footers, footnotes and endnotes. 16. Use mail merge.

Spreadsheet	14	1. Perform formulas and what-if analysis. 2. Enter labels and values. 3. Enter and edit simple formulas. 4. Switch worksheet views. 5. Choose print options. 6. Create a complex formula. 7. Insert and type a function. 8. Use relative and absolute cell references. 9. Round a value with a function. 10. Format values. 11. Change font, font size and alignment. 12. Adjust column width. 13. Insert and delete rows and columns. 14. Apply colors, patterns, borders and conditional formatting. 15. Rename and move worksheet. 16. Plan, create, move and resize chart. 17. Change chart design and format. 18. Annotate and chart. 19. Create a pie chart. 20. Use PivotTables.
	30	

Outcomes*	Outcome Title	At the successful completion of this course, students will be able to:
Course Outcome 1	File Management	Perform basic file management techniques
Course Outcome 2	Word Functions	Perform basic Microsoft Word functions.
Course Outcome 3	Excel Functions	Perform basic Microsoft Excel functions.
Primary Laker Learning Competency	Information & Technology Literacy: Students evaluate information effectively using the appropriate technological tools.	
Secondary Laker Learning Competency	Critical Thinking: Students connect knowledge from various disciplines to formulate logical conclusions.	

**Course and program outcomes will be used in the software for outcomes assessment and should include at least 1 primary and 1 secondary Laker Learning Competency. Limit to 3-5.*