

5/9/2024 DATE

Business DIVISION

 REQUIRED COURSE
 ELECTIVE COURSE

 NEW COURSE
 REVISION

Lake Land College

Course Information Form

COURSE NUMBER:		CIS-160		TITLE: (30 Characters Max)				Practical Software Applications			
SEM CR HRS:	3	Lecture:		3	Lab:	0	Work-based Learning		0	ECH:	3
Course Level:	<input checked="" type="checkbox"/> Gen Ed / IAI <input type="checkbox"/> Baccalaureate /Non-IAI		<input 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 #	11 - 11.0301			IAI Code		BUS 902		Contact Hours (Minutes 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-040 or equivalent experience or instructor consent										
Corequisites:	None										
Catalog Description: (40 Word Limit)	Provides an opportunity for the student to work with various types of software on the PC. These learning activities include MS Windows, Word Processing, Spreadsheet Design, Database Management, Internet access, and presentation program.										

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
File Management	2			
Internet Communication	2			
Web Design	1			
Word Processing – Creating Documents, Editing Documents, Formatting Text and Paragraphs, and Formatting Documents	10			
Spreadsheet – Understanding Spreadsheets, Working with Formulas and Functions, Formatting a Worksheet, Working with Charts	10			
Database – Understanding Databases, Building and Using Queries, Using Forms, Using Reports	10			
Presentation – Creating a Presentation, Modifying a Presentation, Inserting Objects into a Presentation , Finishing a Presentation	10			
TOTAL	45	0	0	0

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

COURSE MATERIALS	
TITLE:	Microsoft Office 365 Office 2021 Illustrated Collection
AUTHOR:	CU - Mindtap BCDFR Access
PUBLISHER:	*10DAYPAY
VOLUME/EDITION/URL:	Cengage Learning, Inc.
COPYRIGHT DATE:	2022

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
File Management	2	1. Navigate desktop. 2. Work with and manage windows. Use buttons, menus, and dialog boxes. 3. Understand files and folders. 4. Open, edit, save, copy, move, rename, search, delete, and restore files.
Internet Communication	2	1. Browse internet to evaluate web sites. 2. Use business communication software. 3. Research and manage data to communicate with others safely and securely.
Web Design	1	1. Identify and use basic coding principles for web design.

Word Processing	10	<ol style="list-style-type: none"> 1. Start and save a document. Select text. Navigate a document. 2. Use cut, copy, paste, find, and replace features. Check spelling and grammar. Add hyperlinks. 3. Use format painter. Change line and paragraph spacing. Align paragraphs. Work with tabs and indents. Add bullets, numbering, borders, and shading. 4. Set margins. Create sections and columns. Insert page breaks, page numbers, tables, and citations. Add headers, footers, footnotes, and endnotes. Work with mail merge.
Spreadsheet	10	<ol style="list-style-type: none"> 1. Execute formulas and what-if analysis. Enter labels and values. Enter and edit simple formulas. Switch worksheet views. Choose print options. 2. Create a complex formula. Insert and type a function. Understand and copy relative and absolute cell references. Round a value with a function. 3. Format values. Change font, font size, and alignment. Adjust column width. Insert and delete rows and columns. Apply colors, patterns, borders, and conditional formatting. Rename and move worksheet. 4. Plan, create, move, and resize chart. Change chart design and format. Annotate and chart. Create a pie chart. Work with PivotTables.
Database	10	<ol style="list-style-type: none"> 1. Utilize databases. Create a database, table, and primary keys. Relate two tables. Edit data. 2. Build and use queries. Use the query wizard and design view. Work with data in a query. Sort, find, and filter data. Apply AND and OR criteria 3. Use forms. Use the form wizard and form layout view. Add fields to a form. Modify form controls. Create calculations. Modify tab order. 4. Use reports. Use the report wizard and report layout view. Apply group and sort orders. Add subtotals and counts. Resize and align controls. Format a report.
Presentation	10	<ol style="list-style-type: none"> 1. Plan a presentation. Enter slide text. Add on new slide. Apply a design theme. Print presentation. 2. Format text. Convert text to SmartArt. Insert, modify, rearrange, edit, and duplicate shapes. Align and group objects. Add slide footnotes. 3. Insert text from MS Word, a picture, a text box, a chart, slides from other presentations, a table, and WordArt. Enter and edit chart data. 4. Modify masters. Customize background and theme. Use Slide Show commons. Set slide transitions and timings. Animate objects.
Insert New Line Above this Line		
	45	

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:
	Understand file management, internet, communication, and web design basics
	Create and modify a word processing document
	Create and modify a spreadsheet
	Create and modify a database
	Create and modify a presentation

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