CIS 146 - Microcomputer Application

INSTRUCTOR:
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- URL of web Page: http://www.suscc.edu/facultypages/drt/

ITEMS NEEDED FOR THIS CLASS:
- Microsoft Office 2013: Introductory,
- USB Storage Device
- Computer scan sheets for the tests

COURSE DESCRIPTION:
This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, s will be able to utilize selected features of these packages. This course will help prepare s for the MOS and IC3 certification. This course or an equivalent is CORE for the AAT and AAS CIS programs.

PREREQUISITE COURSES: None

REQUIREMENTS: Successful and timely completion of all assignments in accordance with the instructor's standard of approval.

PROFESSIONAL COMPETENCIES:
- Explain the basic operating system of a computer.
- Use word processing software.
- Use electronic spreadsheet software.
- Use database management software.
- Use presentation graphics software.

GENERAL INSTRUCTIONAL OBJECTIVES:
The cognitive objective for this course is for each student to comprehend foundational knowledge of common microcomputer application software. The performance objective of this course is for each student to apply foundational knowledge of common microcomputer application software.

PROFESSIONAL COMPETENCIES/OBJECTIVES/OUTCOMES:
Unless otherwise indicated, evaluation of student's attainment of cognitive and performance objectives are based on knowledge gained from this course. During performance evaluations, students will be provided necessary tools, equipment, materials, specifications, and any other resources necessary to accomplish the task. Specifications may be in the form of, but not limited to, manufacturer's specifications, technical orders, regulations, national and state codes,
certification agencies, locally developed lab assignments, or any combination of specifications.

**EVALUATION ITEMS:**

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<th>Points</th>
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<tr>
<td>Word Course work 100 pts</td>
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<td>Word Obj. Test 100 pts</td>
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<td>Word App. Test 100 pts</td>
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<tr>
<td>Excel Course work 100 pts</td>
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<td>Excel App. Test 100 pts</td>
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<td>Access Course work 100 pts</td>
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<td>PowerPoint Course work 100 pts</td>
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<td>PowerPoint Obj. Test 100 pts</td>
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<td>PowerPoint App. Test 100 pts</td>
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<tr>
<td>Comprehensive Final Exam 200 pts</td>
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<td>Total (1400 pts possible)</td>
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Final grades will be assigned by dividing the student's total points by 1400.

M & W Schedule  *  Rules  *  Attendance Policy  *  Drop/Add Students
Spring 2014 Monday/Wednesday (30 class days)

- Jan 06 - Hand out class information, go over rules and expectations
- Jan 08 - Work on Word Assignments, [Click for Assignment Sheet]
- Jan 13 - Work on Word Assignments
- Jan 15 - Work on Word Assignments - Chapter 1 Assignments Due!
- Jan 20 - King/Lee Birthday Holiday
- Jan 22 - Work on Word Assignments
- Jan 27 - Work on Word Assignments - Chapter 2 Assignments Due!
- Jan 29 - Work on Word Assignments
- Feb 03 - Work on Word Assignments - Chapter 3 Assignments Due!
- Feb 05 - [Word Objective Exam & Word Application Exam], [Click for Study Guide]
- Feb 10 - Work on Excel Assignments, [Click for Assignment Sheet]
- Feb 12 - Work on Excel Assignments - Chapter 1 Assignments Due!
- Feb 17 - Work on Excel Assignments
- Feb 19 - Work on Excel Assignments - Chapter 2 Assignments Due!
- Feb 24 - Work on Excel Assignments
- Feb 26 - Work on Excel Assignments - Chapter 3 Assignments Due!
- Mar 03 - [Excel Objective Exam & Excel Application Exam], [Click for Study Guide]
- Mar 05 - Business Tournament in Wadley
- Mar 10 - Spring Break
- Mar 12 - Spring Break
- Mar 17 - Work on Access Assignments, [Click for Assignment Sheet]
- Mar 19 - Work on Access Assignments
- Mar 24 - Work on Access Assignments - Chapter 1 Assignments Due!
- Mar 26 - Work on Access Assignments
- Mar 31 - Work on Access Assignments
- Apr 02 - Work on Access Assignments - Chapter 2 Assignments Due!
- Apr 07 - Work on Access Assignments
- Apr 09 - Work on Access Assignments - Chapter 3 Assignments Due!
- Apr 14 - [Access Objective & Access Application Exam], [Click Here for Study Guide]
- Apr 16 - Work on Powerpoint Assignments, [Click for Assignment Sheet] - Chapters 1 Due!
- Apr 21 - Work on Powerpoint Assignments, [Click for Assignment Sheet] - Chapters 2 Due!
- Apr 23 - Powerpoint Objective & Powerpoint Application Exam, [Click Here for Study Guide]
- Apr 28 - Comprehensive Objective Finals (No Application), [Click here for study guide]

Notes:

- Any Chapters not turned in by the listed due date will not be accepted - no exceptions!
- Any Chapters or assignments that have been copied from another student will receive a zero!
- If you allow someone else to have copies of your work, you will receive a zero!