SYLLABUS

DATE OF LAST REVIEW: 08/2015
CIP CODE: 11.0801
SEMESTER: Departmental Syllabus
COURSE TITLE: Microcomputer Business Software
COURSE NUMBER: CIST-0111
CREDIT HOURS: 3
INSTRUCTOR: Departmental Syllabus
OFFICE LOCATION: Departmental Syllabus
OFFICE HOURS: Departmental Syllabus
TELEPHONE: Departmental Syllabus
EMAIL: Departmental Syllabus

KCKCC-issued email accounts are the official means for electronically communicating with our students.

PREREQUISITES: Keyboarding and basic computer skills are required

REQUIRED TEXT AND MATERIALS:
Please check with the KCKCC bookstore, http://www.kckccbookstore.com for the required text for your particular class.
- Internet connection
- Internet Explorer 9.0 or higher
- Adobe Flash Player 11 or higher
- Access to Office 2013, PowerPoint, Word, Excel and Access (Campus computer labs can provide this)
- Access to a PC computer. (Apple support not available)

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.

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, and panels, conferencing, performances, and learning experiences outside the classroom including using the internet. 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

EXPECTED STUDENT OUTCOMES:
A. The student will be able to demonstrate knowledge of Windows software.
B. The student will be able to demonstrate the ability to manage files and disks.
C. The student will be able to demonstrate the ability to create a power point presentation.
D. The student will be able to demonstrate the ability to use word processing fundamentals.
E. The student will be able to demonstrate the ability to format.
F. The student will be able to demonstrate the use of editing and proofing tools.
G. The student will be able to demonstrate the use of printing and document management
H. The student shall be able to demonstrate the fundamentals of spreadsheet software.
I. The student shall be able to demonstrate working with spreadsheets.
J. The student shall be able to demonstrate the skills used in increasing productivity.
K. The student shall be able to demonstrate the skills used for managing a workbook.
L. The student shall be able to show the fundamentals of using a database.
M. The student shall be able to demonstrate the skills of working with tables.
N. The student shall be able to retrieve information.
O. The student shall be able to create reports.
P. The student will use employability skills

COURSE COMPETENCIES:
The student will be able to demonstrate knowledge of Windows software.
1. The student will be able to switch between tasks
2. The student will be able to minimize and maximize windows.
3. The student will be able to copy and move files.
4. The student will be able to create, rename or delete a folder.
5. The student will be able to customize the control panel.
The student will be able to create a document using word processing software.

6. The student will be able to start the word processor.
7. The student will be able to print a document.
8. The student will be able to format a word, a paragraph and a document.
9. The student will be able to insert and delete text.
10. The student will be able to save a document.
11. The student will be able to open a previously created document.
12. The student will be able to use the spelling and grammar checker.
13. The student will be able to copy and move text.

The student will be able to create a workbook using spreadsheet software.

14. The student will be able to open the spreadsheet software.
15. The student will be able to enter text, numbers and formulas.
16. The student will be able to edit a cell.
17. The student will be able to create a new workbook.
18. The student will be able to format a worksheet.
19. The student will be able to add borders and shading to cells.
20. The student will be able to copy and move information.
21. The student will be able to work with multiple worksheets.

The student will be able to demonstrate the ability to create a file using database software.

22. The student will be able to design a database.
23. The student will be able to create a database.
24. The student will be able to create a table.
25. The student will be able to add records to the table.
26. The student will be able to customize the data sheet.
27. The student will be able to print a data sheet.
28. The student will be able to query the data sheet.
29. The student will be able to create reports.
30. The student will be able to create mailing labels.

The student will be able to demonstrate the ability to create a power point presentation.

31. The student will be able to create a Title Slide.
32. The student will be able to create a Text Slide with a Multi-Level Bulleted List.
33. The student will be able to create a Presentation on the Outline Tab.
34. The student will be able to create a Text Slide with Multi-Level bulleted Lists on the Outline Tab.
35. The student will be able to add Clip Art to a slide.
36. The student will be able to change the Slide Layout.
37. The student will be able to review a Presentation in Slide Sorter View.
38. The student will be able to Apply Animation Schemes.

The student will use employability skills.

39. The student will meet deadlines.

ASSESSMENT OF STUDENT OUTCOMES:
Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

SPECIAL NOTES:
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.
Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of the Academic Resource Center, in Rm. 3354 or call at: 288-7670.