

CIS 110 - Computer Applications (Web Enhanced)

3 credits

Electives: Satisfies Technology, Computer, Free

Proficiencies: None

COURSE DESCRIPTION: This intermediate course will focus on the effective use of the computer at home or on the job. Topics will include an introduction to application software for word processing, presentation graphics, electronic spreadsheets, and database management software. This course is web-enhanced and features an online component that provides students with the opportunity to access web-based practice quizzes, chapter reviews, chapter lecture notes, PowerPoint presentations, chapter assignments, and “real” exams. In addition, students will use Bulletin Board discussions and Chat Rooms to develop an understanding of skills through input from student peers and professors.

COURSE OBJECTIVES:

The purpose of this course is to develop an in-depth understanding and practical knowledge of the most frequently used software applications and to enable the students to effectively use a personal computer in the home or on the job. Upon successful completion of this course the student’s will:

Demonstrate an intermediate skill level with documents through Microsoft Word 2010

- Create and save a new document, edit text, select, delete and format text, navigate the Word window, add a Graphic, use the Spelling and Grammar Checker, preview and print documents, close a document and close Word.
- Change document and paragraph Layouts, change and reorganize text, create and modify Lists, insert and format Headers and Footers, insert frequently used text and insert and format References.
- Insert and format Graphics, set Tab Stops, insert and modify Text Boxes and Shapes, create a Table, and format a Table.
- Collect and paste text and graphics, create and format columns, use special character and paragraph formatting, create mailing labels using mail merge, insert a SmartArt Graphic and preview and save a document as a Web Page.

Demonstrate an intermediate skill level with electronic spreadsheets through Microsoft Excel

- Create, Save, and Navigate an Excel Workbook, enter and edit data in a worksheet, construct and copy formulas, use the SUM Function, and edit cells, format data, cells, and worksheets, close and reopen a workbook, chart data, use page layout view, prepare a worksheet for printing, and close Excel, design a worksheet, construct formulas for Mathematical Operations, format Percentages and move Formulas, create a Pie Chart and a Chart Sheet and use the Excel Help System.
- Create and save a workbook from an existing workbook, navigate a workbook and rename worksheets, enter dates, clear contents, and formats, move, copy and paste cell contents, edit and format multiple worksheets at the same time, create a Summary Sheet, format and print multiple worksheets in a workbook, design a worksheet for What-If-Analysis, perform What-If-Analysis and compare data with a Line Chart.
- Use SUM, AVERAGE, MEDIAN, MIN, and MAX Functions, use COUNTIF and IF Functions, and apply Conditional Formatting, use a Date Function, freeze panes and create an Excel table, format and print a large worksheet, use Financial Functions, use Goal Seek and create a Data Table.

Demonstrate an intermediate skill level with database management software through Microsoft Access

- Start Access and Create a New Blank Database, add records to a Table, Rename table fields in Datasheet View, modify the Design of a table, add a second table to a database, Print a table, Create and use a Query, Create and use a Form, Create and Print a Report and Close and Save a database, Create a database using a template, Organize database Objects in the Navigation Pane, Create a new table in a database created with a Template. View a Report and Print a Table in a database created with a Template and Use the Access Help System.
- Open an existing database, Create Table Relationships, Sort records in a table, Create a Query in Design View, Create a new Query from an existing Query, Sort Query results, Specify criteria in a Query, Create a new table by Importing an Excel Spreadsheet, Specify Numeric Criteria in a Query, use Compound Criteria, Create a Query based on more than one table, use Wildcards in a Query, use Calculated Fields in a Query and Group date and Calculate Statistics in a Query.
- Create a Form, use a Form to add and delete Records, Create a Form by using the Form Wizard, Modify a Form in Design View and in Layout View, Filter Records, Create a Report by using the Report Tool, Create a Report by using the Blank Report Tool, create a Report by using the Report Wizard, Modify the Design of a Report, Print a Report and keep data together.

Demonstrate an intermediate skill level with presentation software through Microsoft PowerPoint

- Open, view and Save a Presentation, Edit a Presentation, Format a Presentation, Create Headers and Footers and Print a Presentation, Create a new Presentation, use Slide Sorter View, add Pictures to a Presentation, and use the Help System.
- Format slide elements, Insert and Format Pictures and Shapes, Apply Slide Transition, reorganize Presentation text and Clear Formats, and create and Format a SmartArt Graphic.
- Customize slide Backgrounds and Themes,
- Animate a Slide Show, Create and Modify tables, and Create and Modify Charts.

REFERENCE MATERIALS:

GO! with Microsoft Office 2010 Volume 1 [Spiral-bound] Shelley Gaskin (Author), Robert L. Ferrett (Author), Alicia Vargas (Author), Carolyn E. McLellan (Author) ISBN-13: 978-0132454469 | Publisher: Pearson Publication Date: July 3, 2010

Office 2010 (Marquee Series) [Spiral-bound] Rutkosky; Sequin; Rutkosky (Author)
Publisher: Paradigm Publishing (2011)

ISBN-10: 0763837687 ISBN-13: 978-0763837686

Please email Prof. Ethel Schuster eschuster@necc.mass.edu with any questions you have regarding this Challenge exam