

COURSE OUTLINE
CMSY-110
Software Applications for Micros
3 Credits

HOWARD COMMUNITY COLLEGE

Description

After successful completion of this course, the student will be able to use word processing, spreadsheet, database, and presentation graphic software. This course is designed for the beginning student and does not include advanced concepts. Keyboarding skills are strongly recommended. (2 hours lecture, 2 hours lab)

Statement on General Education and Liberal Learning

A liberal education prepares students to lead ethical, productive, and creative lives and to understand how the pursuit of lifelong learning and critical thinking fosters good citizenship. General education courses form the core of a liberal education within the higher education curriculum and provide a coherent intellectual experience for all students by introducing the fundamental concepts and methods of inquiry in the areas of mathematics, the physical and natural sciences, the social sciences, the arts and the humanities, and composition. This course is part of the general education core experience at Howard Community College.

Overall Course Objectives

Upon completion of this course, the student will be able to:

1. Use basic features of Windows.
2. Use a word processing package to create, edit, format and print documents.
3. Use a spreadsheet package to calculate, analyze, and chart data.
4. Use a presentation graphics package to enter and edit text, graphics, and pictures in slides.
5. Use a database package to create simple forms, tables, queries, and reports.

Major Topics

- I. Windows Features
 - A. Mouse Operations
 - B. Manipulating a Window
 - C. Windows Explorer
 - D. Creating Folders
 - E. Moving, Copying, Deleting, and Renaming Files and Folders
- II. Word Processing
 - A. Creating, Saving, and Printing Documents
 - B. Formatting Paragraphs and Characters
 - C. Headers, Footers, and Footnotes
 - D. Editing Documents—Move, Find, Replace, Spelling
 - E. Clip Art
- III. Spreadsheets
 - A. Creating, Saving, and Printing Worksheets
 - B. Formatting Worksheets and Cells
 - C. Charts
 - D. Relative and Absolute References
 - E. AVERAGE, MAX, MIN, and IF Functions

- IV. Databases
 - A. Creating, Saving, and Printing Tables
 - B. Forms
 - C. Reports
 - D. Filter and Query
 - E. Changing the Structure of a Database
 - F. Adding, Changing, and Deleting Records
 - G. Creating Validation Rules
- V. Presentation Graphics
 - A. Creating, Saving, and Printing Presentations
 - B. Inserting and Deleting Slides
 - C. Themes
 - D. Normal, Slide Show, and Slide Sorter View
 - E. Clip Art

Course Requirements

Grading/exams: Specific assignments and procedures for evaluating student performance in the class (i.e., grading) will be described in the individual class syllabus, but will include the following:

- Written tests
- Computer hands-on tests
- Projects

Other Course Information

This course is a Business Elective and an Interdisciplinary and Emerging Issues Core course.

(The course may be completed in fewer than 14 weeks and may be started at any time throughout the school year. Call 443-518-4876 for more information about that option.)