

**PALOMAR COLLEGE
COURSE OUTLINE OF RECORD
FOR DEGREE CREDIT COURSE**

Form Version: 5/95
Date Revised: 2/97

Transfer course

Degree Applicable course

COURSE NUMBER AND TITLE: CSIS 120/ RCSIS 120 Microcomputer Applications

UNIT VALUE: 3

MINIMUM NUMBER OF SEMESTER HOURS: 80

BASIC SKILLS REQUIREMENTS: Appropriate language and computational skills.

ENTRANCE REQUIREMENTS:

PREREQUISITE: None
COREQUISITE: None
RECOMMENDED PREPARATION: None

SCOPE OF COURSE:

Hands-on experience with microcomputers and microcomputer applications featuring the use of Windows, word processing, spreadsheet, database and presentation graphics software.

SPECIFIC COURSE OBJECTIVES: Successful students will:

- 1) Format disks.
- 2) Perform tasks in a Windows environment.
- 3) Create, format, and manipulate word processing documents.
- 4) Design, format, and modify spreadsheets.
- 5) Design, create, and successfully query a database.
- 6) Design, create, and successfully build graphics and slides presentations.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

1. Operation of the IBM-PC compatible microcomputer
 - a. Basic orientation to the machines with Windows
 - b. Formatting the disks
 - c. Changing default drives
 - d. Listing files on disks
 - e. Copying files
 - f. Duplicating disks
 - g. Renaming files
 - h. Erasing files
 - i. Using directories
2. Using the Windows Environment
 - a. Identifying the elements of a window
 - b. Performing the basic mouse operations
 - c. Selecting a menu
 - d. Recognizing the different icons
 - e. Starting and exiting an application
3. Word processing packages
 - a. Creating and printing a document
 - b. Formatting a document
 - c. Saving and opening a document
 - d. Deleting text
 - e. Inserting text
 - f. Justifying
 - g. Finding and replacing text
 - h. Working with multiple documents
 - i. Using desktop publishing - graphics/text book
 - j. Using mail merge and tables
 - k. Proofreading
 - l. Tabbing
 - m. Moving text
 - n. Thesaurus/speller
4. Spreadsheet Package
 - a. Using menu options
 - b. Creating and printing a spreadsheet
 - c. Improving the appearance of a spreadsheet
 - d. Using labels & values
 - e. Using formulas & functions
 - f. Working with multiple spreadsheets
 - g. Editing data
 - h. Copying/moving data
 - i. Changing cell styles

- j. Changing numeric formatting
 - k. Creating a graph
 - l. Creating a database
 - m. Editing and sorting a database
 - n. Extracting records from a database
5. Data Base
- a. Principles
 - b. Creating
 - c. Generating lists
 - d. Editing records
 - e. Removing records
 - f. Adding records
 - g. Sorting records
 - h. Generating reports
 - i. Generating letters
6. Presentation Graphics
- a. Principles
 - b. Building a Slide Presentation
 - c. Creating the Master Slide Information
 - d. Creating a Presentaiton in Outline View
 - e. Adding Clip Art and Art Objects to the Presentation
 - f. Filling Colors and Sealing Objects
 - g. Enhancing a Presentation
 - h. Adding Graphs to a Presentation
 - l. Adding Tables to a Presentation
 - j. Adding Special Effects
 - k. Setting Slide Timings for an Automatic Slide Show

REQUIRED READING:

Shelly, Gary, and Thomas Cashman. Custom Bound Package. Massachusetts: Boyd & Fraser Publishing Co., 1997.

SUGGESTED READING:

Insinga, Jean S. WordPerfect SmartStart. Indianapolis: QUE Publishing Co., 1993.

Underdahl, Altman. Using 1-2-3. Indianapolis: QUE Publishing Co., 1993.

REQUIRED WRITING:

Students will write evaluations of at least one paragraph in length describing their skill development and progress at the conclusion of the word processing, spreadsheet, database, and presentation graphics sections of the course. Each student will write a minimum of eight paragraphs or two pages for each of these three areas.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.

Outside assignments will include completion of lab work, assigned readings, and homework problems.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- Lecture
- Laboratory
- Lecture/laboratory combination
- Directed study

This course may be offered as a distance education course and meets title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380. Yes ___ No X

If yes, check all that apply:

- Telecourse
- Mediated
- Computer assisted instruction

GRADING POLICY AND STANDARDS (include methods for determining whether the stated objectives have been met by students):

Exams 1-4: 55%
Class labs: 40%
Classroom Participation 5%

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

YES X NO Number of times course may be taken for credit 4 . (With new software packages).

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable: 58161 C2 (A)

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SIGNATURES ON FILE