

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

Transfer Course A.A. Degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: CSIS 121 Advanced Microcomputer Applications

UNIT VALUE: 3

MINIMUM NUMBER OF SEMESTER HOURS: 80

BASIC SKILLS REQUIREMENTS: Appropriate language and computational skills.

ENTRANCE REQUIREMENTS

PREREQUISITE: CSIS 120

COREQUISITE: None

RECOMMENDED PREPARATION: None

SCOPE OF COURSE:

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

SPECIFIC COURSE OBJECTIVES:

Successful students will:

1. Utilize the advanced features of word processing software.
2. Utilize the advanced features of spreadsheet software.
3. Utilize the advanced features of database software.
4. Utilize the advanced features of graphic presentation software.
5. Integrate all applications.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

I. Word Processing

- A. Formatting with Special Features
- B. Merging Documents
- C. Sorting and Selecting Data
- D. Working with Shared Documents
- E. Creating Specialized Tables and Indexes
- F. Formatting with Macros and Styles
- G. Creating Form-In Forms
- H. Adding Visual Appeal to Documents

II. Spreadsheets

- A. Advanced Formatting Techniques
- B. Templates and Workbooks
- C. Advanced Functions
- D. Working with Lists
- E. Using Excel's Analysis Tools
- F. Managing and Auditing Worksheets
- G. Collaborating with Workgroups
- H. Importing and Exporting Data

III. Database

- A. Building and Modifying Advanced Tables
- B. Building and Modifying Forms
- C. Refining Queries
- D. Using Advanced Report Features
- E. Defining Relationships
- F. Using Access Tools
- G. Integrating Access Data with Office Applications

IV. Presentation Graphics

- A. Adding Visual Elements to a PowerPoint Presentation
- B. Modifying a Presentation
- C. Importing and Exporting Data
- D. Customizing a Presentation
- E. Creating a Slide Show
- F. Linking and Embedding Objects and Files

REQUIRED READING:

Flynn, Meredith, and Rutkosky, Nita. Advanced Microsoft Office 2000. St. Paul: Paradigm Publishing. 2000.

SUGGESTED READING: None.

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

DISTANCE LEARNING:

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply:

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of 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 No Number of times course may be taken for credit: _____

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

CONTACT PERSON: Mike Michaelson x2503

SIGNATURES ON FILE