

CIS 146 - Microcomputer Application

INSTRUCTOR:

- Gwen Taunton Ph.D.
- Phone: (334) 745-6437 ext. 5392
- E-Mail: gtaunton@suscc.edu
- URL of web Page: <http://www.suscc.edu/facultypages/drt/>

ITEMS NEEDED FOR THIS CLASS:

- Microsoft Office 2013: Introductory,
by Shelly, Cashman & Vermaat ISBN 978-1-285-91050-5
- USB Storage Device
- Computer scan sheets for the tests

COURSE DESCRIPTION:

This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, s will be able to utilize selected features of these packages. This course will help prepare s for the MOS and IC3 certification. This course or an equivalent is CORE for the AAT and AAS CIS programs.

PREREQUISITE COURSES: None

REQUIREMENTS: Successful and timely completion of all assignments in accordance with the instructor's standard of approval.

PROFESSIONAL COMPETENCIES: Explain the basic operating system of a computer.

- Use word processing software.
- Use electronic spreadsheet software.
- Use database management software.
- Use presentation graphics software.

GENERAL INSTRUCTIONAL OBJECTIVES:

The cognitive objective for this course is for each student to comprehend foundational knowledge of common microcomputer application software. The performance objective of this course is for each student to apply foundational knowledge of common microcomputer application software.

PROFESSIONAL COMPETENCIES/OBJECTIVES/OUTCOMES:

Unless otherwise indicated, evaluation of student's attainment of cognitive and performance objectives are based on knowledge gained from this course. During performance evaluations, students will be provided necessary tools, equipment, materials, specifications, and any other resources necessary to accomplish the task. Specifications may be in the form of, but not limited to, manufacturer's specifications, technical orders, regulations, national and state codes,

Microcomputer Application Study Guide

J Elliott



Microcomputer Application Study Guide:

Microcomputer Applications : Study Guide, DP 201 Confederation College,1994 **Microcomputer Applications in Libraries** Fiona Campbell,Mike McDonagh,Napier College. Library,1987 *A Guide to PL/M Programming for Microcomputer Applications* Daniel D. McCracken,1978 Learning to Use DBASE IV Gary B. Shelly,James Pratt,Philip J. Pratt,1990 **Learning to Use WordPerfect 5.0/5.1, Lotus 1-2-3, and DBase III Plus** Gary B. Shelly,1990

Classnotes and Study Guide to Accompany Computer Concepts with Microcomputer Applications Gloria A. Waggoner,Gary B. Shelly,1990-08 *Resources in Education* ,1988 Instructor's Materials to Accompany RPG II, RPG III, and RPG/400 Gary B. Shelly,Thomas J. Cashman,Hal Goodwin,1990 Essential Computer Concepts Gary B. Shelly,Thomas J. Cashman,James S. Quasney,1990 **RPG II, RPG III, and RPG/400** Gary B. Shelly,Thomas J. Cashman,Hal Goodwin,1990 Computer Concepts with BASIC Gary B. Shelly,Thomas J. Cashman,Gloria Waggoner,1990

Microcomputer Applications In Education And Training For Developing Countries National Research Council (U.S.). Board on Science and Technology for International Development,1987 **Complete Computer Concepts and Programming in Microsoft BASIC** Gary B. Shelly,James S. Quasney,Gloria Waggoner,1992 **Learning to Use Paradox 3.5** Gary B. Shelly,James Hill,1992-05 Microcomputer Database Management Using DBase III Plus Philip J. Pratt,1988

Study Guide for Handbook of Speech-language Pathology and Audiology Jerry L. Northern,1989 Each chapter of the 1400 page Handbook of Speech Language Pathology and Audiology is outlined in this companion study guide and the content tested with multiple choice questions The Study Guide is designed for speech pathology and audiology students facing the national examinations **Microcomputer Applications in Administration and Instruction** Donald A. Dellow,Lawrence H. Poole,1984 **Study Guide, Computers** Andrew Kreutzer,Nancy Long,Larry E. Long,1986 *Educational Resources for Microcomputers* ,1984 Subject Guide to Books in Print ,1997

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