

JOLIET JUNIOR COLLEGE
DEPARTMENT OF COMPUTER INFORMATION
AND OFFICE SYSTEMS

COURSE SYLLABUS

Course Prefix and Number	CIS 124
Course Title	Beginning Microcomputer Applications
Curriculum	Computer Information Systems
Semester Hours	3
Lecture	3
Lab	0
Prerequisites	None

Catalog Description

This course is designed to introduce the student to the concepts, principles, and applications of microcomputers as they apply to the home, business, and school. Students learn about several common software packages available for business applications. Internet access is integrated in every application package. An overview of Management Information System is discussed.

Course Objectives: See attached.

Prepared by:

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Revised 3/98

Ram Raghuraman
Department Chairperson

Date:

STUDENT MATERIALS

A. Textbooks:

Title: WordPerfect Office 2000: Integrated w/CD-ROM

Author: Eisch

Publisher: Thompson

B. Other Required Materials

Flash drive

Other Course Requirements

None

Student Evaluation (Type of Grading)

1. Chapter tests and quizzes
2. Homework assignments
3. Activities in the text
4. Other class assignments given by the instructor
5. Final

<u>Week/Days</u>	<u>Topic or Class Activity</u>
1 Windows/ Internet	Starting Windows Using the Mouse Resizing Using Scroll Bars Using menus Using dialog boxes Intro to Internet access / e-mail Exiting Windows
2 Windows/ Internet	Windows Explorer Creating folders Directory window icons Drive icons Moving, copying, renaming files Formatting and copying disks How to use Internet Explorer
3	Quiz on Windows Word Processing Window Working with dialog boxes, toolbars, buttons Opening a document Creating a document Saving a document Help Closing a document Using Internet to download pictures in the WordPerfect document or similar software
4	Opening and Editing a document Planning, Entering text Saving Inserting and deleting text Selecting a replacing text Copying and moving text Spell checker Auto Correct Printing and previewing Formatting a document Formatting paragraphs AutoFormat and Styles Bullets and numbering Modifying styles Margins Borders and Shading Drop Caps Using Internet to integrate with WordPerfect or similar software

- 5
 - Arranging text and graphics
 - Creating tables
 - Adding rows and columns
 - Calculating a table
 - Formatting a table
 - Frames
 - Dragging using sizing handles
 - Inserting graphics
 - Headers and footers

- 6
 - Test on Word Processing
 - Starting Spreadsheet
 - Spreadsheet Window, dialog boxes, buttons
 - Help
 - Moving around the worksheet
 - Naming sheets
 - Exiting Spreadsheet

- 7
 - Creating a Worksheet
 - Entering text, labels, and formulas
 - Ranges
 - Functions
 - Previewing and Printing
 - Modifying a Worksheet
 - Opening a workbook
 - Inserting, Deleting
 - Copying and moving
 - Relative and absolute copying
 - Adjusting column widths
 - Formatting values
 - Working with Internet and Quattro Pro or similar software**

- 8
 - Working with charts
- Integration
 - Planning and designing
 - Creating a chart
 - Editing
 - Moving and Resizing
 - Enhancing
 - Adding text and annotations
 - Previewing and printing
 - Using Internet to download stock exchange quotations**
 - Integrating WordPerfect and Quattro Pro or similar software

- 9
 - Test on spreadsheet
 - Paradox window
 - Opening a table
 - Using dialog boxes, toolbars, and buttons
 - Help
 - Moving through a table
 - Closing a table

- 10
 - Creating a database
 - Planning
 - Creating a database
 - Creating a table
 - Modifying a table
 - Entering Records
 - Editing records
 - Previewing and printing
 - Manipulating data
 - Finding records
 - Sorting
 - Filtering
 - Creating a query
 - Modifying a query

- 11
 - Creating Forms and Reports
 - Creating a form
 - Adding records
 - Creating a report
 - Modifying a report
 - Adding expressions
 - Using a query to create a report
 - Use of WWW in databases**
 - Integrating Internet with Paradox or similar software**
 - Test on Paradox
 - Begin integration

- 12
 - Presentations
 - Understanding the Basics
 - Creating a Presentation
 - Working with a Presentation
 - Using Looks and Templates
 - Working with Text
 - Working with Fonts
 - Intro to WWW and Presentations**

- 13 Working with Clip Art
 Viewing and Printing
 Special Slides: Organization Charts
 Special Slides: Graphs
 Templates
 Clip Art Images
 Downloading clip art images through WWW
 Integrating sounds and video from Internet
- 14 / 15
Integration Integrating WordPerfect, Quattro Pro and Paradox or similar popular software
- 16 **Overview of Management Information Systems / Review**
 Discussion about Management Information Systems
 The use of Information Technology in the managerial decision making process
- 17 Final

OBJECTIVES

1. The student will learn to use a personal computer and various productivity software programs by completing projects in a hands-on laboratory setting.
2. The student will learn to the Windows XP environment.
3. The student will know how to access Internet using a Browser.
4. The student will learn to use a typical word processing program such as WordPerfect.
5. The student will learn to use a typical electronic spreadsheet program such as Quattro Pro, including its graphics capabilities.
6. The student will learn to use a typical presentation package such as Corel Presentations.
7. The student will learn to use a typical database management program such as Paradox.
8. The student will learn to use a variety of hardware devices associated with a microcomputer.
9. You will be given an overview of management information systems.