**CIT 100 – Microcomputer Applications**

**MASTER COURSE SYLLABUS**

**\*\*Instructors will provide students with additional course-specific information, including class meeting times [including, if applicable, a schedule of hybrid days and their corresponding online activities], attendance/makeup policies, assignment/test scheduling not already in course outline [e.g. hybrid activities; see above], class rules, and instructor contact information [name, office number, phone number, email, office hours], as necessary and appropriate.\*\***

**Credits: Lecture**, 3**; Lab**,0

**Pre-requisite(s):** None

**Co-requisite(s):** None

**Course Description**: This hands-on course introduces the student to the more popular microcomputer software packages available including Windows, word processing, spreadsheets, and presentations. This course provides students with a working knowledge of these software packages to accomplish the more common tasks. The Microsoft Office suite, including MS Word, MS Excel and MS PowerPoint is used.

**Course Methodology**: Instructor-led, hybrid, Web-enhanced, or online.

**Required Text, including ISBN**:

Cable, Freund, Monk, Sebok, Vermaat, et al., *Microsoft Office 365: Office 2019: Shelly Cashman Series Introductory with MindTap*. Boston, MA: Cengage Learning 2019, ISBN-13: 9780357026229

Students may also purchase Cengage Unlimited using ISBN-13: 9780357700006 for access to any Cengage textbook for 1 term (4 month). This will give access to this textbook and any other textbook for the semester published by Cengage.

**Required Course Material**: Microsoft Office 2019 or Office 365 provided to students by the college, MindTap is also required

**Supplementary Materials**: N/A

**Course Topics:**

* Working with current Windows Desktop Operating System
* Internet data collection with Internet Explorer
* Working with email attachments
* Word processing with Word
* Spreadsheet development with Excel
* Presentation development with PowerPoint

**Expected Learning Outcomes**:

After successfully completing this course, it is expected that…

* 1. The student will be sufficiently familiar with the Windows environment to be able to create, save, and organize meaningful data in an effective manner, as evidenced by:
		1. Given a diagram of an application screen in the Windows environment, the student will be able to identify the major elements by name and give the function of each in their own words at a success rate of seventy percent, and
		2. Given a random collection of data files, the student will be able to organize the files into newly created folders—renaming, copying and deleting files as directed—in a specified location as directed by the instructor at a success rate of seventy percent.
	2. The student will be able to use a browser to access an Internet search engine to locate needed data, text or graphic, download this data in a format that facilitates its use in other applications, combine the data into a document file, and disseminate this data as an email attachment as evidenced by:
		1. Given a specific topic, the student will be able to use Internet Explorer to access a search engine and locate meaningful data, both text and graphic, combine this data into a document in another application, and submit the resultant document to the instructor as an email attachment at a success rate of seventy percent.
	3. The student will be able to use Microsoft Word and Excel to create documents that present text, numeric and graphic data in a format appropriate for their intended use, as evidenced by:
		1. Given an unformatted document and a completed sample document, the student will be able to duplicate the sample using Word commands to format the document at a success rate of seventy percent, and
		2. Given an incomplete spreadsheet and a completed sample spreadsheet, the student will be able to complete the spreadsheet in Excel with expected formulas, functions and formatting, as evidenced in the sample, at a success rate of seventy percent.
	4. The student will be able to use Microsoft PowerPoint to create a simple slide show presentation that combines text and graphic data into a presentation appropriately formatted for its intended use, as evidenced by:
		1. Given a subject and supporting data, the student will be able to create a presentation using an existing template and several text structures at a success rate of seventy percent.

**Student Evaluation**:

The following criteria will be used to determine a final overall grade average:

The student’s final grade will be calculated based upon the following weighting:

* 1. General Lab Assignments (weekly): 25%
	2. PowerPoint Presentation: 5%
	3. Exams (4 total): 70%

The student’s final grade will be determined using the following grading policy:

90%-100% = “A”

80% - 89% = “B”

70% - 79% = “C”

60% - 69% = “D”

below 60% = “F”

Faculty across sections will be expected to follow the established syllabus learning outcomes, instructional objectives, and all other essential elements including common course assessments.

**Course Outline**:

The following is a tentative schedule for the term. Your instructor may deviate from the schedule as deemed necessary. Advance notice will be provided by your instructor if changes are made to this schedule.**NOTE: All assignments will be turned in electronically!**

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| **Week#** | **Topic** | **Readings** | **Assignments (Uploaded to Schoology)** |
| 1 | **Office 2019 and Windows 10**, *Readings only available on MindTap***Windows Module 2** *: Basic Windows 10***Windows Module 3:** *Working with Files and Folders* | Reading available on MindTap | Required Assignments are available on MindTap. A total of three graded assignments are listed. If you have any questions, please email me!SAM Getting Started ProjectWin Mod 2 Working with Files and FoldersWin Mod 3 Working with Compression |
| 2 | **Outlook Module 1,** *Managing Email Messages with Outlook* **Outlook Module 2***, Managing Calendars with Outlook* | Reading available on MindTap | Required Assignments are available on MindTap. Two assignments per module will be due. Complete them following the instructions given.Outlook Module 1 Managing Email MessagingOutlook Module 2 Change an Appointment |
| 3 | **Exam One, Windows 10** | Exam | A 25 multiple choice exam will be given on the Schoology site. |
| 4 | **Word**, Module 1, *Creating and Modifying a Flyer* | Reading Available on MindTap | Required Assignments are available on MindTap. Two assignments per module will be due. Complete them following the instructions given.Word Mod 1 SAM End of Mod Project 1 and 2 |
| 5 | **Word**, Module 2, *Creating a Research Paper* | Reading Available on MindTap | Required Assignments are available on MindTap. Two assignments per module will be due. Complete them following the instructions given.Word Mod 2 SAM End of Mod Project 1 and Word Mod SAM APA Project A |
| 6 | **Word** Module 3, *Creating a Business Letter*  | Reading Available on MindTap  | Required Assignments are available on MindTap. Two assignments per module will be due. Complete them following the instructions.Word Mod 3 End of Mod Project 1 and Mod 3 End of Mod Project A |
| 7 | **Exam Two, Word** | Exam | Review Word Modules 1, 2 & 3 for an exam available on the Schoology site and on MindTap. |
| 8 | **Excel** Module 1, *Creating a Worksheet and a Chart* | Reading Available on MindTap | Required Assignments are available on MindTap. Two assignments per module will be due. Complete them following the instructions given.Excel Mod 1 End of Mod 1 SAM Project 1 and A |
| 9 | **Excel** Module 2, *Formulas, Functions, and Formatting* | Reading Available on MindTap | Required Assignments are available on MindTap. Two assignments per module will be due. Complete them following the instructions given.Excel Mod 2 End of Mod 1 SAM Project 1 and A |
| 10 | **Excel** Module 3, *Working with Large Worksheets, Charts, and What-If Analysis* | Reading Available on MindTap | Required Assignments are available on MindTap. Two assignments per module will be due. Complete them following the instructions given.Excel Mod 3 End of Mod 1 SAM Project 1 and A |
| 11 | **Exam Three, Excel** | Exam | Review Excel Modules 1, 2 & 3 for an exam available on the Schoology site.  |
| 12 | **PowerPoint** Module 1, Creating and Editing a Presentation with Pictures | Reading Available on MindTap | Required Assignments are available on MindTap. Two assignments per module will be due. Complete them following the instructions given.PowerPoint Mod 1 End of Mod 1 SAM Project 1 and A |
| 13 | **PowerPoint** Module 2, Presentation Development | Reading Available on MindTap | Required Assignments are available on MindTap. Two assignments per module will be due. Complete them following the instructions given.PowerPoint Mod 2 End of Mod 1 SAM Project 1 and A |
| 14 | PowerPoint Module 3, Insert WordArt, Charts, and Tables | Reading Available on MindTap | Required Assignments are available on MindTap. Two assignments per module will be due. Complete them following the instructions given.PowerPoint Mod 3 End of Mod 1 SAM Project 1 and A |
| 15 | **Final Exam, PowerPoint which includes a special PowerPoint presentation.** | Exam and Final Project | Review PowerPoint Modules 1, 2 & 3 for an exam available on the Schoology site. Information on the Final Project will be available on Schoology. |