

**Course: ITSC 1309 INTEGRATED SOFTWARE I
BCIS 1301 MICROCOMPUTER APPLICATIONS
COSC 1301 MICROCOMPUTER APPLICATIONS**

Textbooks & Materials: MICROSOFT OFFICE 2007, INTRODUCTORY CONCEPTS AND TECHNIQUES, PREMIUM VIDEO EDITION, (WORD 2007, EXCEL 2007, ACCESS 2007, POWERPOINT 2007); Gary B. Shelly, Thomas Cashman, and Misty Vermaat. Course Technology Publishing.

Two 3 1/2 in. High Density Diskettes or Flash Drive
Three Packages of Test Answer Sheets, (Blue) Form Number 19641

Credit: 3 Credit Hours (2 Lecture, 2 Lab)

Catalog Description: Overview of computer information systems. Introduces computer hardware, software, procedures, systems, and human resources and explores their integration and application in business and other segments in society. The fundamentals of computer problem solving and programming in a higher level programming language may be discussed and applied.

This course provides a working knowledge of microcomputers and various prepackaged software applications. Hardware and software selection, integration, and implementation are included in this course. Specific emphasis is placed on business applications, including word-processing, spreadsheets and databases, among others. Keyboarding skills are recommended. Lab required.

Outline:

- I. Introduction to Computers**
 - A. Micros and Personal Computing
 - B. Meet Your Microcomputer System
 - C. Concepts and Terminology

- I. The Operating Environment**
 - A. An Introduction to Windows XP
 - 1. Windows XP: Fundamentals
 - 2. Working with Windows XP
 - 3. File and Disk Concepts
 - 4. Using WordPad and other Accessory Programs
 - 5. Increasing Productivity using Windows XP

- II. Presentation**
 - A. Fundamentals of PowerPoint 2007
 - B. Creating a Presentation using PowerPoint 2007

III. Word Processing

- A. Microsoft Word 2007: Fundamentals
- B. Creating an announcement, business letter, resume, and term paper
- C. Formatting Commands
- D. Editing and Proofing Tools
- E. Printing and File Management
- F. Advanced Features

IV. Electronic Spreadsheet

- A. Excel 2007: Fundamentals
 - 1. Building a Worksheet
 - 2. Formulas, Functions, Formatting, and Creating Charts
- B. Enhancing a Worksheet and Chart
- C. Increasing Productivity
- D. Managing a Spreadsheet
- E. Solving “what if” problems

V. Database

- A. The Fundamentals of Access 2007: Fundamentals
 - 1. The Access 2007 Environment
 - 2. Data File Creation
- B. Managing and Organizing Data with Access 2007
- C. Querying Information from a Database
- D. Creating and Using Forms and Reports
- E. Managing Files and Advanced Topics

Grading for the Course

Test 1	Introduction and Windows XP	1/6
Test 2	Word-processing (Word 2007)	1/6
Test 3	Spreadsheet (Excel 2007)	1/6
Final Exam	Access 2007 and Comprehensive	1/6
Chapter quizzes		1/6
Homework assignments (Lab work)		<u>1/6</u>
		100%