

ITIS 130: MICROCOMPUTER APPLICATIONS I

Citrus College Course Outline of Record

Heading	Value
Effective Term:	Fall 2022
Credits:	4
Total Contact Hours:	72
Lecture Hours :	72
Lab Hours:	0
Hours Arranged:	0
Outside of Class Hours:	144
Strongly Recommended:	ITIS 099, ENGL 101.
Transferable to CSU:	Yes
Transferable to UC:	Yes - Approved
Grading Method:	Standard Letter, Pass/No Pass

Catalog Course Description

Students will use the personal computer to learn an office suite, such as Microsoft Office, that includes word processing, electronic spreadsheets, database management systems, multimedia/presentation graphics, personal information management and an introduction to the Windows OS. This course prepares the student to take the Microsoft Office User Specialist certification exam. 72 lecture hours.

Course Objectives

- identify general features of MS Office Applications (Word, Excel, Power Point, Access, and Outlook) by summarizing key points to demonstrate grasp of knowledge
- construct a Word document using acceptable formats
- design, input, outline, and plan a presentation to illustrate knowledge of skills
- construct a spreadsheet incorporating formulas, formats, and charts
- use research techniques to locate information from online resources
- understand database concepts, and manage a database, by creating a new database, to add and modify records
- read independently to acquire information for discussion in written responses
- practice integrity by observing ethical and honest behaviors in completing assignments
- evaluate important ethical questions in the use of information technology (IT) by creating papers and reports
- demonstrate effective decision-making strategies regarding IT ethics and issues by participating in directed discussions
- display time management and study habits that reveal ability to complete assignments independently by meeting deadlines for submitting well-prepared work according to designated guidelines
- demonstrate comprehension of essential hardware, software, and computer system terminology by successfully completing written assignments and quizzes
- use prompts, commands, menus, and dialog boxes to interact with the Computer and Office Application software program (Word, Excel, Power Point, Access, and Outlook)

- organize computer-based documents into files and folders using the Windows operating system

Major Course Content

Word Processing Objectives

1. Understand document processing
2. Identify components of the word processor Interface
3. Create a new document
4. Create a new document from a Template
5. Entering text in a document
6. Editing a document
7. Insert headers and footers
8. Divide a document into sections
9. Add page numbers
10. Format and balance columns
11. Insert and format Clip Art
12. Add borders and shading
13. Insert and format WordArt
14. Insert footnote
15. Create a table
16. Create a multiple-page document
17. Create a newsletter using desktop publishing features
18. Create a web page using MS word

Electronic Spreadsheets Terminal Objectives

1. Understand electronic spreadsheets
2. Identify the components of the electronic spreadsheets Interface
3. Navigate in a workbook
4. Open and save workbooks
5. Work with ranges
6. Enter data in a worksheet
7. Work with rows and columns
8. Edit a worksheet in edit mode
9. Work with worksheets
10. Understand functions
11. Copy and past formulas
12. Understand relative and absolute references
13. Using formulas
14. Use logical functions
15. Use the AutoSum button
16. Use date functions
17. Formatting worksheets
18. Open the print review window
19. Understand charts
20. Create and modify a chart
21. Format chart elements
22. Work with 3-d charts
23. Use the drawing toolbar
24. Print charts
25. Publish a non-interactive website using Excel workbooks
26. Publish an interactive website using Excel workbooks

Database Management Systems Terminal Objectives

1. Understand database concepts
2. Understand the database Management Systems Interface
3. Manage a database
4. Understand how to design a database
5. Create a new database
6. Create a new table
7. Add records to a table
8. Modify the structure of a table
9. Obtain data from another database
10. Update a database
11. Understand queries
12. Identify components of the query window
13. Create and run a query
14. Update data using a query
15. Define table relationships
16. Create a multi-table query
17. Sort data in a query
18. Filter data
19. Define record selection criteria for queries
20. Define multiple selection criteria for queries
21. Perform calculations
22. Create a form using the form wizard
23. Change a form's AutoFormat
24. Preview and print selected form records
25. Maintain table data using a form
26. Check the spelling of table data using a form

Multimedia/Presentation Graphics Terminal Objectives

1. Understand
2. Identify the components of the Multimedia/Presentation Graphics Interface
3. Open an existing PowerPoint presentation
4. Run a slide show
5. Plan a presentation
6. Use the Auto content wizard
7. Edit Auto content slides
8. Create a folder for saving presentations
9. Save presentations
10. Modify a presentation
11. Use the style checker
12. Create speaker notes
13. Plan a presentation
14. Apply design templates
15. Modify slide masters
16. Apply a second design template
17. Add and modify tab stops
18. Insert footers and slide numbers
19. Insert and modify clip art
20. Create a table in a slide
21. Create cycle diagram
22. Add textbooks

23. Create and manipulate a shape
24. Insert and recolor a shape
25. Add text to a diagram

Suggested Reading Other Than Required Textbook

SAM2010 training modules.

Examples of Required Writing Assignments

Using a MS Word, create a document that explains cloud computing and how it represents the future of document storage.

Examples of Outside Assignments

Create a PowerPoint presentation for a civic organization or a church that utilizes visual and sound technology.

Instruction Type(s)

Lecture, Online Education Lecture