

This course is available for student registration only after the approval process has been completed.

SUBJECT CIS COURSE NO. 1130 CREDIT HOURS 3 TERM TO BE ADDED TO THE FILE Spring 2008
Alpha Prefix (e.g., CSE) Number Choice (e.g., 1301) (e.g., Fall 2006)

CLASS HOURS 45 LECTURE HOURS _____ LAB HOURS _____ CONTACT HOURS (CEU ONLY) _____

DEPARTMENT Distance Learning SCHEDULE TYPE: Virtual Classroom (H)
(e.g., Computer Sciences) (e.g., Lecture, Lab or Special Project)

- | | |
|--|--|
| <input type="checkbox"/> COLLEGE OF AERONAUTICS-23 | <input type="checkbox"/> COLLEGE OF PSYCHOLOGY AND LIBERAL ARTS-25 |
| <input type="checkbox"/> COLLEGE OF BUSINESS-24 | <input type="checkbox"/> COLLEGE OF SCIENCE-26 |
| <input type="checkbox"/> COLLEGE OF ENGINEERING-01 | <input checked="" type="checkbox"/> UNIVERSITY COLLEGE EXTENDED STUDIES-27 |

COMPUTER TITLE Restricted to 25 characters, including spaces PC Applications

CATALOG TITLE Personal Computer Applications

CATALOG DESCRIPTION OF COURSE Limited to 350 characters, including spaces

Introduces computer applications. Includes basic computer concepts and terminology through experience using the operating system, and word processing, spreadsheet and presentation management software. Credit may not be applied to any Florida Tech degree.

In addition, you may attach a course syllabus and/or more detailed description.

RESTRICTIONS Prerequisite _____ Corequisite _____
Course Number Course Number

Prerequisite _____ Corequisite _____
Course Number Course Number

Prerequisite _____ Corequisite _____
Course Number Course Number

GRADES TO BE ISSUED

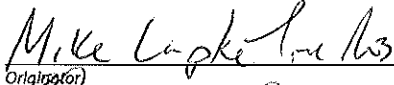

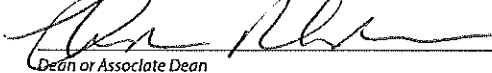
- A, B, C, D, F
 A, B, C, D, F, CEU
 CEU
 S, U
 P, F
 Other _____

ADDITIONAL RESTRICTION For BANNER enforcement, restricted to students enrolled in University Alliance (U)
(e.g., Major, Class Level, Department Head Approval)

If this course replaces a course currently offered in BANNER, please indicate old course information

SUBJECT Alpha Prefix (e.g., CSE) COM COURSE NO. (e.g., 1301) 130

APPROVALS: Upon completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee for approval below and forward to Catalog Director.

 <small>Originator</small>	<u>11/20/07</u> <small>Date</small>	_____	_____
		<small>Chair, Graduate Council</small>	<small>Date</small>
 <small>Department Head/Program Chair</small>	<u>11/20/07</u>	OR	
 <small>Dean or Associate Dean</small>	<u>11/20/07</u>	_____	_____
	<small>Date</small>	<small>Chair, Undergraduate Curriculum Committee</small>	<small>Date</small>

CATALOG DIRECTOR	REGISTRAR'S USE ONLY
These changes/additions have been made for the _____ University/Extended Studies Catalog and entered into the BANNER term named above.	SCACRSE _____ SCADETL _____ SCAPREQ _____ SCABASE _____ SCARRES _____ Operator Init _____ Date _____
_____ <small>Catalog Director</small>	_____ <small>Date</small>

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RG-271-5061

Course Number: CIS 1130

Course Name: Personal Computer Applications

Credit Hours: 3

Prerequisites: None

Description: Introduces computer applications. Includes basic computer concepts and terminology through experience using the operating system, and word processing, spreadsheet and presentation management software. Required for any student who cannot demonstrate proficiency by passing the Computer Skills Exam.

Objectives: Upon completion of this course the student will be able to:

- Utilize the operating system and the typical file directory structure and operating system commands to format a disk, copy a file, change directories, etc.
- Access and utilize global databases for research
- Utilize the word processing program to input, edit, print, and save a document and to create and edit Web pages
- Utilize a presentation management program to create, edit and display slide shows.
- Utilize a spreadsheet application program to create, edit, print, and save a spreadsheet.

Course Outline:

1. Introduction and overview of course
2. Microsoft Word
3. Desktop Publishing (Newsletter)
4. Creating Web pages with Microsoft Office 2003
5. Microsoft Excel
6. Working with formulas and functions
7. Developing a professional worksheet
8. Microsoft Excel charts
9. Integrating Word and Excel
10. Microsoft PowerPoint
11. Creating and modifying text and graphics
12. Presenting a slideshow
13. Integrating PowerPoint with other programs and collaborating with workgroups
14. Integrating Word, Excel, Access and PowerPoint

Texts: MICROSOFT OFFICE 2003 - CUSTOM - 1ST ED SHAFFER

Grading:

Quizzes (10)	50%
Application assignments (10)	50%

Grade scale

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59