



Alabama Community College System

CIS/DPT 146 Computer Applications

I. Computer Applications - 3 Credit Hours

II. Course Description

This course is an introduction to computer software applications, including word processing, spreadsheets, database management, and presentation software. This course will introduce students to concepts associated with professional certifications.

III. Prerequisite/Co-requisite

Determined by college unless stated otherwise

IV. Textbook

Due to the varied selection of quality college-level textbooks, each college will select the textbook needed to meet the requirements of this course.

V. Course Learning Outcomes

By the end of the course, students will be able to:

1. Use the basic functions of a computer.
2. Use word processing software.
3. Use spreadsheet software.
4. Use database management software.
5. Use presentation software.

VI. Course Outline of Topics

1. MODULE A – BASIC Computer Functions

- Basic computer usage and concepts
- File and application management

2. MODULE B – WORD PROCESSING

- Navigate word processing software
- Create properly formatted word processing documents
 - Correct errors
 - Save, preview, and print a document
 - Enter information using automatic features
 - Insert and resize graphics
 - Check spelling and grammar

- Move the insertion point around the document
- Select and delete text
- Reverse edits using the Undo and Redo buttons
- Move text within the document
- Find and replace text
- Change margins, line spacing, alignment, and paragraph indents
- Change fonts and adjust font sizes
- Emphasize points with bullets, numbering, boldface, underlining, and italics
- Add a comment to a document
- Insert headers and footers
- Insert footnotes and endnotes

3. MODULE C – SPREADSHEETS

- Navigate spreadsheet software
- Developing and working with spreadsheets
 - Planning a spreadsheet
 - Insert text, values, and formulas into a worksheet
 - Insert and delete worksheet rows and columns
 - Resize worksheet rows and columns
 - Navigate within and between worksheets
 - Select, move, and format worksheet cells
 - Print a workbook
 - Work with the Insert Function button
 - Work with absolute and relative references
 - Use auto-fill features
 - Use formulas and functions to perform calculations and solve problems
 - Copy and paste formulas and functions
- Create and format charts

4. MODULE D – DATABASE MANAGEMENT

- Navigate database software
- Developing and managing a database
 - Create a new database and set field properties
 - Create and save a table
 - Define fields and specify a table’s primary key
 - Open and navigate a table
 - Add records to a table
 - Modify the structure of a table
 - Delete, move, and add fields
 - Change field properties
 - Save a database
 - Create, sort, and navigate a query
 - Create and navigate a form
 - Create, preview, and navigate a report

- Delete and change records

5. MODULE E – PRESENTATION SOFTWARE

- Navigate presentation software
- Developing a presentation
 - Planning a presentation
 - Open and view an existing presentation
 - Create a presentation using templates
 - Add, move, and delete slides
 - Promote and demote text in a multilevel list
 - Create speaker notes for slides
 - Check the spelling and grammar in a presentation
 - Preview and print slides, outlines, handouts, and speaker notes
 - Insert, format, and move text, images, and shapes
 - Add a design template and modify the design using the Slide Masters
 - Change the layouts of existing slides
 - Insert transitions, animations, and media
 - Create tables, diagrams, and charts

VII. Evaluation and Assessment

Grades will be given based upon A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

VIII. Attendance

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

IX. Statement on Discrimination/Harassment

It is the official policy of the Alabama Community College System and entities under its control, including all Colleges, that no person shall be discriminated against on the basis of any impermissible criterion or characteristic, including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law. (ACCS Policies 601.02 and 800.00)

X. Americans with Disabilities

The Rehabilitation Act of 1973 (Section 504) and the *Americans with Disabilities Act* of 1990 state that qualified students with disabilities who meet the essential functions and

academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College.