

## **CIS 110 - Computer Applications (Web Enhanced)**

**3 credits:** 2 lecture hours; 2 lab hours

**Attributes:** Computer Science Elective, Free Elective, Science Technology Intensive, Technical Elective, Technology Elective.

**Proficiencies:** Basic Reading proficiency or RWR090 Reading Writing and Reasoning Minimum Grade of: C

**COURSE DESCRIPTION:** This course will focus on the effective use of the computer at home or on the job. Topics will include an introduction to application software for presentation graphics, electronic spreadsheet, and database management software. It also expands upon the student's knowledge of word processing and the operating system. Students must be prepared to use a Windows environment. Students will have access to this platform in all the campus labs.

### **COURSE OBJECTIVES:**

This course focuses on today's mobile worker wherever, whenever, and from whatever device. It covers Web Apps, Office 365 collaboration, and touch devices, so students are prepared to work in any environment. And, for those who want to go beyond the classroom and become certified, the class provides clear MOS preparation guidelines so students know what is needed to ace the Core exam! Upon successful completion of this course the student's will:

#### **Demonstrate an intermediate skill level with documents through Microsoft Word 2010**

- Create a new document.
- Insert and format graphics
- Insert and modify text boxes and shapes.
- Change document and paragraph layouts and spacing
- Create and modify lists and tab stops
- Insert a SmartArt graphics and an online video
- Create a table, and format it.
- Create a merged letter, using Mail Merge
- Create a custom Word template
- Correct and reorganize text by using proofing options
- Create a research paper, using the MLA style, including topics such as: inserting footnotes, creating citations and a bibliography.
- Format a multiple-column newsletter
- Use special character and paragraph formatting
- Use One Drive to store documents in the cloud

### **Demonstrate a fundamental skill level with electronic spreadsheets in Microsoft Excel**

- Create and Navigate an Excel Workbook
- Rename, move, format, group and delete worksheets
- Format cells using merge & center, cell styles, themes, text rotation, enter dates, clear contents, and formats
- Construct functions such as: Sum, Min, Max, CountIF, IF, Date and Time
- Construct formulas for mathematical operations
- Create and chart data, format and update charts, and insert sparklines
- Use flash fill, apply conditional formatting, data bars,
- Freeze panes
- Create an Excel table, sort and filter an Excel table, use the table's total row, convert an Excel table to a range
- Group sheets and create a summary sheet.
- View, format, and print worksheets

### **Demonstrate a fundamental skill level with database management software in Microsoft Access**

- Identify good database design
- Open and save an existing database.
- Create a table and define fields in a desktop database
- Change the structure of tables
- Change the properties of tables
- Import an Excel worksheet, as a table into a database
- Create table relationships
- Organize objects in the navigation pane
- Create and sort various queries, specify criteria in queries
- Use compound criteria in a query, create a query based on more than one table, use wildcards in a query
- Create and use a form to add, delete and filter records.
- Modify a form in layout and design view.
- Create and modify reports in design and layout view.

### **Demonstrate a fundamental skill level with presentation software in Microsoft PowerPoint**

- Create and edit a new presentation.
- Format a presentation by adding pictures and videos.
- Use slide sorter view.
- Apply slide transitions and custom animations
- Insert and format text boxes, shapes, and objects.
- Insert WordArt
- Create and format SmartArt graphics
- Customize slide backgrounds and themes
- Create and modify tables and charts

- Add voice to a presentation

**REFERENCE MATERIALS:**

GO! with Microsoft Office 2016 Volume 1 [Spiral-bound] Shelley Gaskin, Alicia Vargas, Carolyn E. McLellan. ISBN-13: 978-0132454469 | Publisher: Pearson Publication Date: July 3, 2016

Office 2016 (Marquee Series) [Spiral-bound] Rutkosky; Sequin; Rutkosky (Author)  
Publisher: Paradigm Publishing (2016)

Please email Prof. Ethel Schuster [eschuster@necc.mass.edu](mailto:eschuster@necc.mass.edu) or Prof. Joanne Ronsivalli [jronsivalli@necc.mass.edu](mailto:jronsivalli@necc.mass.edu) with any questions you have regarding this Challenge exam