SCHENECTADY COUNTY COMMUNITY COLLEGE
Course Outline

ACADEMIC DIVISION/SCHOOL: _____ Mathematics/Science/Technology

PREPARED BY: Keion M. Clinton

COURSE CODE: CIS 221   **COURSE TITLE:** Computer Applications

LECTURE HOURS/WEEK: __3_ **LAB HOURS/WEEK:** __0__ **CREDIT HOURS:** _3_

PREREQUISITE/S: None

PREREQUISITE OR CONCURRENT COURSE: None

COURSE COREQUISITE: None

FINAL EXAM REQUIRED: YES __X__   NO _____

COURSE DESCRIPTION:

This course explores several components of the Microsoft Office suite of software applications including Word, Excel, PowerPoint, and Access. Upon completion of this course, the student will be prepared to test for the Microsoft Certified Application Specialist (MCAS) certification. Students are expected to have a basic knowledge of Microsoft Word and Excel.

SCCC Core Principles Course (currently called SCCC Learning Goals)   **no**
SUNY General Education Course   **no**

STUDENT LEARNING OUTCOMES:

Students who have successfully completed this course will:

- Demonstrate expertise in Microsoft Word as defined by the industry standard Microsoft Certified Application Specialist (MCAS) certification.
- Demonstrate expertise in Microsoft Excel as defined by the industry standard Microsoft Certified Application Specialist (MCAS) certification.
- Demonstrate expertise in Microsoft PowerPoint as defined by the industry standard Microsoft Certified Application Specialist (MCAS) certification.
- Demonstrate expertise in Microsoft Access as defined by the industry standard Microsoft Certified Application Specialist (MCAS) certification.

REPRESENTATIVE TEXT/S:
Nordell (latest edition). *Microsoft Office 2013: Bundle. New York:* McGraw Hill.

SUPPLEMENTARY MATERIALS:
Online Microsoft Certified Application Specialist (MCAS) certification resources.

EVALUATION METHODS:
Exams, homework assignments.

REQUIRED ASSESSMENT METHODS:

Assessment results from these methods will be used for course-level assessment and, where applicable, for SCCC core principles and SUNY General Education Knowledge and Skills areas. This information will be incorporated in program reviews.

Student Learning Outcome	Method(s)
Demonstrate expertise in Microsoft Word as defined by the industry standard Microsoft Certified Application Specialist (MCAS) certification	Examination
Demonstrate expertise in Microsoft Excel as defined by the industry standard Microsoft Certified Application Specialist (MCAS) certification	Examination
Demonstrate expertise in Microsoft PowerPoint as defined by the industry standard Microsoft Certified Application Specialist (MCAS) certification	Examination
Demonstrate expertise in Microsoft Access as defined by the industry standard Microsoft Certified Application Specialist (MCAS) certification	Examination

COURSE CONTENT OUTLINE:

NOTE: College policy requires a final exam or final week activity.

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Week	Topics
1	Introduction to the course and the Microsoft Certified Application Specialist (MCAS) certification. Demonstration of course software.
2-4	Advanced Microsoft Word and Office integration. Exam 1 (Word)
5-8	Advanced Microsoft Excel and Office integration. Exam 2 (Excel)
9-11	Introductory & Advanced Microsoft Access and Office integration. Exam 3 (Access)
12-13	Advanced Microsoft PowerPoint and Office integration. Exam 4 (PowerPoint)
14	Introduction Microsoft Outlook and Office integration.
15	Introduction Microsoft SharePoint and Office integration.
Final Week	Final Exam