CIS 107 – Microcomputer Applications

Course Description

This course introduces students to personal productivity software for use in organizations. Students will be presented with software and materials to develop competencies and documents in word processing, web browsing, spreadsheet modeling, database management, and presentation graphic applications. Topics include the creation and modeling of persuasive organizational documents, reports, and presentations.

Instructional Materials


Course Learning Outcomes

1. Describe the purpose and use of microcomputer applications in organizations.
2. Distinguish among the common features of microcomputer applications.
3. Use word processing software to create and format documents.
4. Understand and use the features of electronic mail.
5. Use web browsing software to search and navigate online web sites.
6. Use spreadsheet modeling techniques to create and format spreadsheets.
7. Use database management software to develop and query a database.
8. Use presentation graphic software to create and format presentations.
9. Use technology and information resources to research issues in information systems.
10. Write clearly and concisely about topics related to microcomputer applications using proper writing mechanics and technical style conventions.