

## CIS 146 - Microcomputer Application

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### **INSTRUCTOR:**

- Gwen Taunton Ph.D.
- Phone: (334) 745-6437 ext. 5392
- E-Mail: gtaunton@suscc.edu
- URL of web Page: <http://www.suscc.edu/facultypages/drt/>

### **ITEMS NEEDED FOR THIS CLASS:**

- Microsoft Office 2013: Introductory,  
by Shelly, Cashman & Vermaat ISBN 978-1-285-91050-5
- USB Storage Device
- Computer scan sheets for the tests

### **COURSE DESCRIPTION:**

This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, s will be able to utilize selected features of these packages. This course will help prepare s for the MOS and IC3 certification. This course or an equivalent is CORE for the AAT and AAS CIS programs.

### **PREREQUISITE COURSES:** None

**REQUIREMENTS:** Successful and timely completion of all assignments in accordance with the instructor's standard of approval.

**PROFESSIONAL COMPETENCIES:** Explain the basic operating system of a computer.

- Use word processing software.
- Use electronic spreadsheet software.
- Use database management software.
- Use presentation graphics software.

### **GENERAL INSTRUCTIONAL OBJECTIVES:**

The cognitive objective for this course is for each student to comprehend foundational knowledge of common microcomputer application software. The performance objective of this course is for each student to apply foundational knowledge of common microcomputer application software.

### **PROFESSIONAL COMPETENCIES/OBJECTIVES/OUTCOMES:**

Unless otherwise indicated, evaluation of student's attainment of cognitive and performance objectives are based on knowledge gained from this course. During performance evaluations, students will be provided necessary tools, equipment, materials, specifications, and any other resources necessary to accomplish the task. Specifications may be in the form of, but not limited to, manufacturer's specifications, technical orders, regulations, national and state codes,

# Microcomputer Application Study Guide

**Raffaela Di Napoli**



## **Microcomputer Application Study Guide:**

Microcomputer Applications : Study Guide, DP 201 Confederation College,1994      *A Guide to PL/M Programming for Microcomputer Applications* Daniel D. McCracken,1978      **Learning to Use WordPerfect 5.0/5.1, Lotus 1-2-3, and DBase III Plus** Gary B. Shelly,1990      **Learning to Use DBASE IV** Gary B. Shelly,James Pratt,Philip J. Pratt,1990

**Microcomputer Applications in Libraries** Fiona Campbell,Mike McDonagh,Napier College. Library,1987

**Instructor's Materials to Accompany RPG II, RPG III, and RPG/400** Gary B. Shelly,Thomas J. Cashman,Hal Goodwin,1990      **Resources in Education** ,1988      *RPG II, RPG III, and RPG/400* Gary B. Shelly,Thomas J. Cashman,Hal Goodwin,1990      *Essential Computer Concepts* Gary B. Shelly,Thomas J. Cashman,James S. Quasney,1990

**Microcomputer Applications In Education And Training For Developing Countries** National Research Council (U.S.). Board on Science and Technology for International Development,1987      Classnotes and Study Guide to Accompany Computer Concepts with Microcomputer Applications Gloria A. Waggoner,Gary B. Shelly,1990-08      **Complete Computer Concepts and Programming in Microsoft BASIC** Gary B. Shelly,James S. Quasney,Gloria Waggoner,1992      Computer Concepts with BASIC Gary B. Shelly,Thomas J. Cashman,Gloria Waggoner,1990      *Subject Guide to Books in Print* ,1997

**Learning to Use Paradox 3.5** Gary B. Shelly,James Hill,1992-05      Study Guide for Handbook of Speech-language Pathology and Audiology Jerry L. Northern,1989 Each chapter of the 1400 page Handbook of Speech Language Pathology and Audiology is outlined in this companion study guide and the content tested with multiple choice questions The Study Guide is designed for speech pathology and audiology students facing the national examinations      *Microcomputer Applications in Administration and Instruction* Donald A. Dellow,Lawrence H. Poole,1984      *Microcomputer Database Management Using DBase III Plus* Philip J. Pratt,1988      *Study Guide, Computers* Andrew Kreutzer,Nancy Long,Larry E. Long,1986      **Educational Resources for Microcomputers** ,1984

## Unveiling the Power of Verbal Art: An Psychological Sojourn through **Microcomputer Application Study Guide**

In a global inundated with displays and the cacophony of instant communication, the profound energy and mental resonance of verbal artistry usually disappear in to obscurity, eclipsed by the regular assault of sound and distractions. However, set within the lyrical pages of **Microcomputer Application Study Guide**, a captivating perform of literary elegance that pulses with organic feelings, lies an memorable journey waiting to be embarked upon. Penned by a virtuoso wordsmith, that mesmerizing opus instructions visitors on an emotional odyssey, softly revealing the latent potential and profound affect embedded within the complex web of language. Within the heart-wrenching expanse with this evocative examination, we shall embark upon an introspective exploration of the book is main themes, dissect their fascinating writing design, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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