I.   COURSE DESCRIPTION:
        A.   Division: Business and Information Technology
                Department: Computer Information Technology
                Course ID: CIT 100
                Course Title: Introduction to Personal Computers
                Units: 3
                Lecture: 3 hours
                Lab: none
                Prerequisite: None
        B.   Catalog and Schedule Description:
                A survey course for the use of software tools such as word processing, spreadsheets, graphics, presentation and database using Microsoft Office which includes hands-on experience on PC compatible computers. (Formerly CSYS 102)

II.   NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: One

III.   EXPECTED OUTCOMES FOR STUDENTS:
        Upon successful completion of the course, the student should be able to:
        A.   describe the Microsoft Windows user interface.
        B.   explain how each Microsoft software application uses the Internet.
        C.   identify and utilize the step-by-step procedures to create word documents.
        D.   generate form letters, mailing labels, and envelopes.
        E.   create professional newsletters, brochures, and announcements.
        F.   apply the integrated feature by using WordArt to enhance word documents.
        G.   design and construct spreadsheets to solve specific problems.
        H.   utilize a spreadsheet to create what-if analysis.
        I.   design and develop databases to produce desired reports and forms.
        J.   utilize a database to create queries using various criteria and eliminate redundancy.
        K.   update databases using validation rules and referential integrity.
        L.   create professional presentations and slide shows with graphics, animation and sound.

IV.   CONTENT
        A.   Introduction to Computers and Windows
                1.   The components of a computer
                2.   Input devices
                3.   Output devices
                4.   Storage devices
        B.   Word Processing Software
                1.   Menu bar and toolbars
                2.   Changing the default font size
                3.   Entering text
                4.   Inserting clip art into a word document
                5.   Saving and printing a document
                6.   Write and print announcements with graphics
                7.   The Spell Checker and Thesaurus
                8.   Clip art
                9.   Font style and font size
                10.   Reports using MLA and APA styles
                11.   Text alignment and line spacing
                12.   Headers and footers

                13.   Footnotes
                14.   Columns and tables
                15.   Wizards templates

      C.   Spreadsheet Software
1. Create a worksheet and embedded chart
2. Format cells, columns and rows
3. AutoSum and the fill handle
4. Embed a chart
5. Conditional formatting
6. Formulas, functions, formatting and web queries
7. Import data from the web
8. What-if analysis, charting and working with large worksheets

      D.   Database Software
1. Create a database using design and datasheet views
2. Create a form and a custom report
3. Design a database to eliminate redundancy
4. Query a database using the select query window
5. Create a query using text data, wildcards, numeric data, comparison operators, and compound criteria
6. Sort a query
7. Join tables in a query and restrict records in a join
8. Use calculated fields and calculate statistics in a query
9. Maintain a database using the design and update features
10. Create validation rules and specify referential integrity
11. Create single-field and multiple-field indexes

      E.   Presentation Software
1. Use a design template and text slide layout to create a presentation
2. Use Clip art to create a slide show
3. Create a presentation on the web using PowerPoint

      F.   Personal Information Manager (Outlook)
1. Schedule a contact management using Outlook
2. Describe the components of the calendar
3. Create one-time and recurring appointments
4. Move and edit appointments

V.   METHODS OF INSTRUCTION:
A. Lecture and direct laboratory instruction by instructor
B. Group discussion where students are encouraged to work together to analyze a problem/assignment and propose possible solutions.
C. Demonstration
D. Simulation exercises

VI.   TYPICAL ASSIGNMENTS:
A. Reading: Read assigned chapter on spreadsheets and answer all review questions at the end of the chapter.
B. Written: Using one of the topics suggested, design and write a report using the MLA style, using as many features of Word as necessary.
C. Demonstration: Design and develop a spreadsheet that would take the U.S. system of measurement for volume (teaspoons, tables, cups, pints, quarts and gallons) and convert these into the metric system of measurement (Kiloliters, hectoliters, etc.)
D. Lab Assessment: Design and develop database that includes two tables with a relationship. Use this database to create a query, and use the query to produce a report. Analyze the output.

VII.   EVALUATION:
A. Methods of Evaluation
1. Objective quizzes
2. Practice exercises

          3.   Lab assessments
          4.   Written assignments
    B.   Frequency of Evaluation
          1.   Minimum five (5) quizzes
          2.   Weekly lab assessments
          3.   Final written examination
    C.   Typical Exam Questions
          1.   T/F: Sequential file organization means the system can go directly to a record without having to read the preceding records. T F
          2.   Write a report discussing how to use a spreadsheet to develop a spreadsheet that would convert US inches into meters and kilometers.
          3.   Using your database created in class, develop a query with a new field name that will calculate the balance due for each rental property in San Bernardino.

VIII.   **TYPICAL TEXT(S):**
O'Leary, Timothy J. and O'Leary, Linda I. <u>Microsoft Office XP</u>, New York, NY: McGraw-Hill/Irwin, 2002
Shelly, Gary B. and Cashman, Thomas J. and Vermaat, Misty. <u>Office XP Introductory Concepts and Techniques</u>, Boston, MA: Thomson Course Technology, 2002
Shelly, Gary B. and Cashman, Thomas J. and Walker, Tim J. <u>Microsoft Office XP Introductory Concepts & Techniques Workbook</u>, Boston, MA: Thomson Course Technology, 2002

IX.   **OTHER SUPPLIES REQUIRED OF STUDENTS:** None