Administrative Unit: Computer & Mathematical Sciences Department

Course Prefix and Number: CISS 175

Course Title: Microcomputer Based Personal Productivity Tools

Number of: Credit Hours: 3  Lecture Hours: 3  Laboratory Hours: 0

Catalog Description: Use of advanced microcomputer based personal productivity software (Office 97), certification in Office 97 using the Skills Assessment manager, and simple WEB page design.

Prerequisite(s)/Corequisite(s): CISS 170.

Text(s): Most current editions of the following:


Disk: Skills Assessment Manager. Course Technology.

Course Objectives:

• To learn advanced Office XP personal productivity skills.
• To learn how to plan and design effective web sites.
• To obtain certification in Office XP components, i.e., Word, Excel, Access, PowerPoint, Outlook.
• To prepare for possible Microsoft certification through the Microsoft Office User Specialist Certification program (MOUS) at the Proficient or Expert level.

Measurable Learning Outcomes:

• Write Microsoft Word document.
• Write Microsoft Excel spreadsheet.
• Develop Microsoft Access database.
• Query Microsoft Access database.
• Generate Microsoft Access report.
• Write Microsoft PowerPoint presentation.
• Send and receive email using Microsoft Outlook.

Topical Outline (major areas)

• Using Microsoft Office XP – Word, Excel,
of coverage): Access, PowerPoint, and Outlook software
- Planning and designing effective web sites and pages
- Certification testing for the Microsoft Office User Specialist Certification Program (MOUS)

Recommended maximum class size for this course: 20

Library Resources: Online databases are available at http://www.ccis.edu/offices/library/resources.asp. You may access them from off-campus using your eServices login and password when prompted.

Prepared by: Yihsiang Liow

Name: ____________________________ Signature: ____________________________

Date: March 8, 2006

NOTE: The intention of the master syllabus is to provide an outline of the contents of this course, as specified by the faculty of Columbia College, regardless of who teaches the course, when it is taught or where it is taught. Faculty members teaching this course for Columbia College are expected to facilitate learning pursuant to the course objectives and cover the subjects listed in the topical outline. However, instructors are also encouraged to cover additional topics of interest so long as those topics are relevant to the course’s subject. The master syllabus is, therefore, prescriptive in nature but also allows for a diversity of individual approaches to course material.

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