COSC 137-ENERGY INDUSTRY MICROCOMPUTER APPS
3 CREDITS

SYLLABUS

CATALOG DESCRIPTION

This course is designed to provide students with real world examples and procedures that help prepare them to be skilled users of microcomputers. Students gain hands-on experience in utilizing personal information system, spreadsheet, presentation, and word processing applications in the Windows operating system

Prerequisites: MATH 050/APAR 040

ENGL 095/APEN 070

RDNG 095/APRD 058

Semester Offered: Fall

Common Student Learning Outcomes

Upon successful completion of San Juan College programs and degrees, the student will demonstrate competency in…

BROAD AND SPECIALIZED LEARNING
Students will actively and independently acquire, apply, and adapt skills and knowledge with an awareness of global contexts.

CRITICAL THINKING
Students will think analytically and creatively to explore ideas, make connections, draw conclusions and solve problems.

CULTURAL AND CIVIC ENGAGEMENT
Students will act purposefully, reflectively, and ethically in diverse and complex environments.

EFFECTIVE COMMUNICATION
Students will exchange ideas and information with clarity in multiple contexts.

INFORMATION LITERACY
Students will be able to recognize when information is needed and have the ability to locate, evaluate, and use it effectively.

INTEGRATING TECHNOLOGIES
Students will demonstrate fluency in the application and use of technologies in multiple contexts.

Student work from this class may be randomly selected and used anonymously for assessment of course, program, and/or institutional learning outcomes. For more information, please refer to the Dean of the appropriate School.

Course Learning Outcomes

Upon successful completion of the course, the student will be able to…

A copy of this approved syllabus is on file in the dean's office.

I. Utilize the Windows operations system
II. Manipulate and maintain applications and documents in the Windows operating system.
III. Use Windows accessories.
IV. Create files and folders; copy and move files and folders.
V. Use word-processing as a useful tool in the workplace.
VI. Create announcements, business letters, resumes, research papers, reports, and form letters.
VII. Create and design worksheets and charts.
VIII. Create PowerPoint presentations
IX. Utilize Outlook and perform email as well as calendar tasks

Specific Learning Outcomes

Upon successful completion of the course, the student will be able to

1. Launch Microsoft Windows XP log on to the computer, and identify the objects on the desktop.
2. Perform the basic mouse operations: point, click, right-click, double-click, drag, and right-drag.
3. Create, Save, and Open WordPad documents.
4. Display the Start menu and launch an application program.
5. Add and remove a desktop icon. Open, minimize, maximize, restore, and close a window.
6. Move, size, and scroll a window.
7. Navigate a hierarchy of folders.
8. View the list of files on a data disk and change view options.
9. Launch and quit an application using Windows Explorer.
10. Expand and collapse a folder.
11. Display the contents of a drive and folder.
12. Copy, move, rename, and delete files.
13. Use Help and Support.
14. Enter text in a document.
15. Check spelling as you type.
16. Save a document.
17. Format text and paragraphs.
18. Utilize the undo and redo commands or actions.
19. Insert clip art in a document.
20. Print a document.
21. Open a document.
22. Correct errors in a document.
23. Use Word's Help to answer questions.
24. Illustrate the MLA documentation style for research papers.
25. Change the margin settings and line spacing in a document.
26. Use a header to number pages of a document.
27. Apply formatting using shortcut keys.
28. Modify paragraph indentation.
29. Add a footnote to a document.
30. Count the words in a document.
31. Insert a manual page break.
32. Create a hyperlink.
33. Sort selected paragraphs. Proof and revise a document.
34. Display a Web page associated with a hyperlink.
35. Create a resume using Word's Resume Wizard.
36. Fill in a documenter template.

37. Use print preview to view and print a document.
38. Set and use tab stops.
39. Collect and paste using the Clipboard task pane.
40. Format paragraphs and characters.
41. Remove formatting from text.
42. Identify the components of a business letter.
43. Insert the current date.
44. Create and insert an AutoText entry. Insert a Word table, enter data into the tab le, and format the table.
45. Address and print an envelope.
46. Work with smart tags.
47. Describe the Excel worksheet.
48. Enter text and numbers.
49. Use the AutoSum button to sum a range of cells.
50. Copy a cell to a range of cells using the fill handle.
51. Format a worksheet.
52. Create a3-D Clustered column chart.
53. Save a workbook and print a worksheet.
54. Open a workbook. (II, VII), (L, T, A)
55. Use the AutoCalculate area to determine statistics.
56. Correct errors on a worksheet. Use the excel Help system to answer questions.
57. Enter formulas using the keyboard and Point mode.
58. Apply the AVERAGE, MAX, and MIN functions.
59. Verify a formula using Range Finder. Format a worksheet using buttons and commands.
60. Change the width of a column and height of a row.
61. Preview how a printed copy of the worksheet will look.
62. Print a partial or complete worksheet.
63. Display and print the formulas version of a worksheet.
64. Use a Web Query to get real-time data from a Web site.
65. Rename sheets in a workbook.
66. Rotate text in a cell.
67. Create a series of month names.
68. Use Format Painter button to format cells.
69. Copy, paste, insert, and delete cells.
70. Format numbers using format symbols.
71. Freeze and unfreeze titles.
72. Show and format the system date.
73. Use absolute cell references in a formula.
74. Use the IF function to perform a logical text.
75. Show and dock toolbars.
76. Create a 3-D Pie chart on a separate chart sheet.
77. Color and rearrange worksheet tables.
78. Change the worksheet view.
79. Use the Goal seek command to answer what-if questions.
80. Create PowerPoint presentations. Create a title slide and text slides with single- and multi-level bulleted lists.
81. Change the font size and font style.
82. End a slide show with a black slide.
83. View a presentation in slide show view.
84. Quit PowerPoint and then open a presentation.
85. Display and print a presentation in black and white.
86. Use the PowerPoint Help system.

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87. Start and customize a new slide show from an outline.
88. Add a slide and create a closing slide on the Outline tab.
89. Create text slides with multi-level bulleted lists on the Outline tab.
90. Insert and move clip art and change its size.
91. Add a header and footer to outline pages.
92. Animate clip art.
93. Add an animation scheme and run an animated slide show. Open and read email messages
94. Print an email message
95. Reply to an email message
96. View a file attachment
97. Compose and format a email message
98. Attach a file to an email message
99. Create, Print and organize a contact list
100. Create a personal folder in Outlook
101. Schedule appointments using Outlook Calendar