

## Lakes Region Community College

379 Belmont Road  
Laconia, NH 03246  
(603) 524-3207

### COURSE OUTLINE/SYLLABUS SHEET

- **COURSE NO:** CIS132L ZZ

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- **COURSE TITLE:** Software Applications

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- **CREDIT HOURS:** 4

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- **SEMESTER:** Spring 2021
- **INSTRUCTOR NAME:** Karen Boutwell

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- **E-MAIL ADDRESS:** kboutwell@ccsnh.edu

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- **OFFICE LOCATION:** Office in CAT 202 Phone (603)986-7490 (c)

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- **CONFERENCE HOURS:** By appointment.  
Sometimes additional time or one-on-one assistance is needed. The instructor is normally available during the conference hours listed above-or you may make an appointment with the instructor for other times.

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- **PREREQUISITES:** Accuplacer COMP 040 or COM 051, or POI

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- **COURSE DESCRIPTION:** The emphasis of this course is hands-on applications of computer software including Windows, database, spreadsheets, and word processing. Students will be exposed in-depth to business uses through simulated projects. Students are also introduced to PowerPoint and other business applications. An analysis of the impact of these programs on the business environment will also be studied. The fourth credit is an independent/distance-learning format utilizing the Internet. Computer labs will be open for student use.

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- **TEXT/INSTRUCTIONAL MATERIALS AND EQUIPMENT NEEDED:**
  - TestOut Office Pro by TestOut. ISBN: 978-1-935080-71-8

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- **GRADING:**  
Please look closely at the table below – grades are weighted based on category. Points are not the only factor. Please ask if you need more explanation.

Evaluation		Grading Scale			
Homework/Labs (All labs should be completed, but only the Challenge and Applied labs will be graded).	60%	A	93-100	C	73-76
Exams (End of Topic Exam)	15%	A-	90-92	C-	70-72

Live Labs (Pick 2 out of 3 live labs listed for each unit that includes them (two for Word, two for Excel and two for PowerPoint))	15%	B+	87-89	D+	67-69
Final Exam - Certification for Office Pro	10%	B	83-86	D	63-66
		B-	80-82	D-	60-62
		C+	77-79	F	00-59

- **COURSE OUTCOMES/COMPETENCIES:** At the completion of this course, the learner will be able to:
  - Demonstrate proficiency with word processing software
  - Demonstrate proficiency with spreadsheet software
  - Demonstrate proficiency with database management systems software
  - Demonstrate proficiency with presentations software
  - Demonstrate proficiency with sending e-mail

### ***COMPETENCIES - Word***

#### **A. BASICS**

1. Create a document in a word processor.
2. Understand the default settings provided by the word processor.
3. Use the menus provided with the word processor.
4. Preview and print a document.
5. Save, exit, and/or clear a document.

#### **B. EDITING**

1. Insert and delete text in a document.
2. Copy a file in the word processor.
3. Define a block of text using both keyboard and mouse techniques.
4. Move, copy, and delete blocks of text using both keyboard and mouse techniques.
5. Copy and move text from one document to another.
6. Save, print, and append a block of text.
7. Boldface, underline, and center a block of text.
8. Use the Spell Check, Thesaurus, and Grammar Check features of a word processor.
9. Find and replace text using both keyboard and mouse techniques.

#### **C. FORMATTING**

1. Change left, right, top, and bottom margins.
2. Change line spacing.
3. Set tab stops for left, right, center, and decimal tabs with and without leaders.
4. Indent text using a standard, hanging, or left-right indent.
5. Use full, left, center, and right justification.
6. Convert text to column format.
7. Use hyphenation and control hyphenation settings for the desired effect.
8. Use mouse and keyboard techniques to select a character, word, sentence, and paragraph of text.
9. Use character formats for a block of text.

10. Use different fonts and sizes for blocks of text.

#### D. MULTIPLE PAGE DOCUMENTS

1. Insert headers and footers.
2. Add page numbers.
3. Suppress headers, footers, or page numbers.
4. Insert footnotes and end notes.
5. Edit footnotes and end notes.
6. Control the handling of text across page breaks.

#### E. TABLES AND GRAPHICS

1. Create a table in a document.
2. Enter data in a table.
3. Format a table.
4. Enter formulas in a table.
5. Insert a graphic image in a document.
6. Size and move a graphic image.

#### F. MERGING FILES (time permitting)

1. Prepare for a merge, creating a data file and a form file, using appropriate merge fields.
2. Merge a data and form file.
3. Edit data and form files.
4. Print a merged file.

### ***COMPETENCIES - Excel***

#### A. BASICS

1. Save and retrieve spreadsheets.
2. Understand the use of labels, values, and formulas in a spreadsheet program.
3. Use the function keys defined for the spreadsheet program.
4. Understand how to access and use the menus and/or icons/buttons/tools.
5. Print a worksheet.
6. Print a selected range of a worksheet.
7. Use print preview.

#### B. BUILDING A WORKSHEET

1. Enter a label into a cell or range of cells.
2. Change label alignment in a cell or range of cells.
3. Enter a value into a cell.
4. Edit cell entries.
5. Enter a formula into a cell.
6. Use both absolute and relative cell referencing in formulas.
7. Use built-in functions in formulas.
8. Enter a repeating character in a cell.

#### C. REVISING A WORKSHEET

1. Use find and replace to edit a worksheet.
2. Insert and delete rows and columns.
3. Copy and move formulas.
4. Erase a range of cells.
5. Adjust column widths and row heights.

#### D. ENHANCING A WORKSHEET

1. Format cells containing value data.
2. Format cells with fonts and sizes.
3. Format cells with attributes and alignment.
4. Use borders and colors in a worksheet.
5. Apply formatting globally and to ranges of cells.
6. Check spelling.
7. Freeze and unfreeze titles horizontally and vertically.
8. Split the screen into windows horizontally and vertically.
9. Switch between windows.
10. Copy data from one worksheet window to another.
11. Open multiple worksheet files using windows to view them simultaneously.
12. Use synchronized and unsynchronized scrolling.

#### E. USING CHARTS

1. Create a chart.
2. Change chart types.
3. Move and resize a chart.
4. Enhance a chart with titles, legends, text annotation, arrows, etc.
5. Print a chart.

### ***COMPETENCIES - Access***

#### A. USING ACCESS

1. Understand field types as used in a database management system.
2. Create and modify a table structure.
3. Enter and edit data in a database.
4. View the contents of a database.
5. Sort the contents of a database.
6. Perform basic queries on a database using:
  - a. matching criteria
  - b. "AND" and "OR"
  - c. greater than and less than
7. Perform queries using calculated fields for a portion of the output.
8. Save a query for future use.
9. Create a report from a database using:
  - a. bound fields
  - b. calculated fields
  - c. grouped records
  - d. subtotals for groups
10. Understand one-to-many table relationships
11. Create and use a custom form for entering data into a database.

### ***COMPETENCIES - PowerPoint***

#### A. USING PowerPoint

1. Create and modify an electronic presentation in outline view.
2. Create and modify an electronic presentation in slide view.
3. Change a slide layout.
4. Add clip art to presentations.

5. Animate slides.
6. Format transitions and effects:
7. Print outline, handouts, notes and slides.
8. Run an animated slide show.

### ***USING WINDOWS/INTERNET/Outlook***

1. Create and manage files and folders.
2. Move, copy, rename, and delete files and folders.
3. Send and receive e-mail.
4. Manipulate an address book for e-mail and personal information.
5. Create a task folder/list.
6. Create an event, an appointment, and a recurring appointment, including reminders.

### • **EVALUATION SUMMARY**

**Videos:** These are for you to watch at home in conjunction with what we work on in class. They are meant to help you through the information with or without your instructor being present.

**Labs:** There are weekly Labs for each Module. These are typically hands on application of concepts and may be attempted as many times as you like, with the highest score used as the final grade.

**Exams:** There will be an Exam at the end of Word, Excel, Access and PowerPoint. These are hands on practical exams. You will have to apply what you have learned for each section.

**Live Labs:** Live labs are like Capstone projects found at the end of each Topic (Word, Excel, PowerPoint) will be assigned as a project. Two out of the three listed will be required to be completed.

**Certification Exam:** This will be you!

### • **ATTENDANCE AND PARTICIPATION:**

Student attendance will be monitored electronically on a weekly basis. Any student who misses 3 or more classes or who has not made sufficient academic progress will be in danger of being withdrawn from or failing the class. In addition, it will be necessary to complete each assignment in a timely manner.

#### **Late Work/Make-up Policy:**

Since the coursework is scheduled electronically, it is important that the student keep pace with the course calendar. Class work is due the Tuesday following the class in which we cover the material, by 11:59pm. (For example, class homework listed for the Wednesday, Sept 6 class is due Tuesday, September 12 by 11:59pm) For late credit, you may have an extra 5 days to complete the homework for 10% off per day late. (Example, the same Sept 6 class homework, it is due Sept 12, but if you turn it in Sept 13 the highest percentage you can earn is 90%, Sept 14 turn in 80% possible, etc.)

**All homework, quizzes, tests, and projects are available to students through TestOut/Canvas regardless of a student's ability to attend a class. If a classroom absence results in needing extra help or a due date extension, it is up to the student to contact the instructor to make these arrangements on a case-by-case basis.**

Students are expected to contact the instructor at any time when problems or questions arise. Questions will be answered either by e-mail, phone or by appointment (usually) within 24 hours. If for some reason you do not receive a response within 48 hours, it is possible I did not receive it. Please try again!

### **CLASSROOM RULES OF CONDUCT**

- Be respectful of your instructor and fellow classmates at all times.
- As a courtesy, please do not talk, type, or print while the instructor is talking to the class or when a student is asking a question which pertains to the class.
- Refrain from "surfing" the Web during class, unless directed by your instructor.
- Turn off cell phones and pagers.
- Refrain from bringing food and drink into the classroom.
- You are encouraged to work with other students to solve problems. However, you must complete your own work.
- Be prepared each week with the readings and assignments.

**All assignments are required.**

**All work must be completed by Tuesday, May 4th. When the last class is done, grades are closed!**

### **Academic Honesty:**

Students are expected to submit their own work. Any student caught cheating will receive an "F" for the course.

### **NOTICE OF NON-DISCRIMINATION**

Lakes Region Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, disability, political affiliation, veteran status, sexual orientation, or marital status. This statement is a reflection of the mission of the Community College System of New Hampshire and LRCC and refers to, but is not limited to, the provisions of the following laws:

- Titles VI and VII of the Civil Rights Act of 1964
- The Age Discrimination Act of 1967
- Title IX of the Education Amendment of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1991
- Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974
- NH Law Against Discrimination (RSA 354-A)

Inquiries regarding discrimination may be directed to **Larissa Baia**, Lakes Region Community College, (603) 524-3207, or to **Sara A. Sawyer**, Director of Human Resources for the Community College System of New Hampshire, 26 College Drive, Concord, NH 03301, (603) 271-6300. Inquiries may also be directed to the US Department of Education, Office of Civil Rights, Region 1, 1875 JFK Federal Building, Boston, MA 02203, (617) 565-1340; the NH Commission for

Human Rights, 2 Chennell Drive, Concord, NH 03301, (603) 271-2767; and/or the Equal Employment Opportunity Commission, JFK Federal Building, Boston, MA 02203, (617) 565-3200.

**Grievance Issues:**

It is my hope that this course meets your every expectation as a challenging, engaging, respectful learning experience. If you find this not to be the case, I would welcome the opportunity to address your concerns. This is not only a courtesy; it is a matter of process and procedure outlined in the LRCC Student Handbook. Should we fail to arrive at a mutually satisfactory understanding, you should refer the matter to my immediate supervisor, Catherine Fuster, at cfuster@ccsnh.edu.

**Calendar:**

Week	Date	Chapt./Module Assigned	Homework
1	1/19/2021	GETTING STARTED INFORMATION 1.0 Online Essentials in TestOut	<ul style="list-style-type: none"> <li>• Watch all Videos/Read Information Sheets</li> <li>• TestOut Labs 1.2.15, 1.3.14, 1.4.13, 1.4.14, 1.4.15, 1.4.16, 1.4.17, and 1.4.18</li> </ul>
2	1/26/2021	2.0 Computer Essentials In TestOut	<ul style="list-style-type: none"> <li>• Watch all Videos/Read Information Sheets</li> <li>• All labs for TestOut sections 2.1 – 2.6</li> </ul>
3	2/2/2021	3.0 Common Office Features in TestOut	<ul style="list-style-type: none"> <li>• Watch all Videos/Read Information Sheets</li> <li>• All labs for TestOut sections 3.1 – 3.5</li> </ul>
4	2/9/2021	4.0 MICROSOFT WORD <ul style="list-style-type: none"> <li>• 4.1 Introduction to Word</li> <li>• 4.2 Creating Documents and Using the Clipboard</li> <li>• 4.3 Modifying Fonts</li> <li>• 4.4 Formatting Paragraphs</li> </ul>	<ul style="list-style-type: none"> <li>• Watch all Videos/Read Information Sheets</li> <li>• All labs for TestOut sections 4.2 – 4.4</li> </ul>
5	2/16/2021	4.0 MICROSOFT WORD <ul style="list-style-type: none"> <li>• 4.5 Formatting Pages</li> <li>• 4.6 Editing Documents</li> <li>• 4.7 Inserting Illustrations and Other Elements</li> </ul>	<ul style="list-style-type: none"> <li>• Watch all Videos/Read Information Sheets</li> <li>• All labs for TestOut sections 4.5 – 4.8</li> </ul>

		<ul style="list-style-type: none"> <li>• 4.8 Creating and Formatting Tables</li> </ul>	
6	2/23/2021	<p>4.0 MICROSOFT WORD</p> <ul style="list-style-type: none"> <li>• 4.9 Using Themes, Styles and Templates</li> <li>• 4.10 Managing References</li> <li>• 4.11 Managing Headers, Footers and Sections</li> <li>• 4.12 Using Office Collaboration Features</li> <li>• 4.13 Using Macros</li> <li>• <b>4.14 LIVE LABS</b></li> <li>• <b>WORD EXAM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Watch all Videos/Read Information Sheets</li> <li>• All labs for TestOut sections 4.9 - 4.12</li> <li>• LIVE LABS in 4.14 – Pick 2 out of 3 listed to complete (4.14.5, 4.14.5, or 4.14.6)</li> <li>• Complete Word Exam</li> </ul>
7	3/3/2021	<p>5.0 MICROSOFT EXCEL</p> <ul style="list-style-type: none"> <li>• 5.1 Introduction to Excel</li> <li>• 5.2 Organizing Data in Tables</li> <li>• 5.3 Organizing and Entering Data</li> <li>• 5.4 Changing Properties and Printing Worksheets</li> </ul>	<ul style="list-style-type: none"> <li>• Watch all Videos/Read Information Sheets</li> <li>• All labs for TestOut sections 5.2 - 5.4</li> </ul>
8	3/9/2021	<p>5.0 MICROSOFT EXCEL</p> <ul style="list-style-type: none"> <li>• 5.5 Formatting Cells</li> <li>• 5.6 Entering Simple Formulas</li> <li>• 5.7 Using Advanced Functions</li> <li>• 5.8 Displaying Data in Charts</li> </ul>	<ul style="list-style-type: none"> <li>• Watch all Videos/Read Information Sheets</li> <li>• All labs for TestOut sections 5.5 - 5.8</li> </ul>
<b>SPRING BREAK 3/15-19 – NO CLASSES</b>			
10	3/23/2021	<p>5.0 MICROSOFT EXCEL</p> <ul style="list-style-type: none"> <li>• 5.9 Organizing Data in Tables</li> <li>• 5.10 Summarizing Complex Data</li> <li>• <b>5.11 LIVE PROJECTS</b></li> </ul>	<ul style="list-style-type: none"> <li>• Watch all Videos/Read Information Sheets</li> <li>• Labs All labs for 5.9-5.10</li> <li>• LIVE LABS pick 2 out of the three to complete (5.11.4, 5.11.5, or 5.11.6)</li> </ul>



		<ul style="list-style-type: none"> <li>• <b>EXCEL EXAM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Complete Excel Exam</li> </ul>
11	3/30/2021	7.0 MICROSOFT ACCESS <ul style="list-style-type: none"> <li>• 7.1 Introduction to Access</li> <li>• 7.2 Managing Databases</li> <li>• 7.3 Designing and Creating Tables</li> <li>• 7.4 Using Simple Queries</li> </ul>	<ul style="list-style-type: none"> <li>• Watch all Videos/Read Information Sheets</li> <li>• All labs for TestOut sections 7.2 - 7.4</li> </ul>
12	4/6/2021	7.0 MICROSOFT ACCESS <ul style="list-style-type: none"> <li>• 7.5 Creating Forms</li> <li>• 7.6 Creating Reports</li> <li>• 7.7 Surveying Advanced Features</li> </ul>	<ul style="list-style-type: none"> <li>• Watch all Videos/Read Information Sheets</li> <li>• All labs for TestOut sections 7.5 - 7.6</li> </ul>
13	4/13/2021	6.0 MICROSOFT POWERPOINT <ul style="list-style-type: none"> <li>• 6.1 Introduction to PowerPoint</li> <li>• 6.2 Creating and Managing Presentations</li> <li>• 6.3 Formatting Textual Content</li> <li>• 6.4 Designing Slides</li> <li>• 6.5 Using the Slide Master</li> </ul>	<ul style="list-style-type: none"> <li>• Watch all Videos/Read Information Sheets</li> <li>• All labs for TestOut sections 6.2 - 6.5</li> </ul>
14	4/20/2021	6.0 MICROSOFT POWERPOINT <ul style="list-style-type: none"> <li>• 6.6 Formatting Smart Art and Shapes</li> <li>• 6.7 Formatting Tables and Charts</li> <li>• 6.8 Formatting Pictures and Other Media</li> <li>• 6.9 Applying Transitions and Animations</li> </ul>	<ul style="list-style-type: none"> <li>• Watch all Videos/Read Information Sheets</li> <li>• Labs All labs for 6.6 - 6.10</li> <li>• PowerPoint LIVE LABS- Complete 2 out of the 3 labs (6.11.4, 6.11.5, or 6.11.6)</li> <li>• Complete Powerpoint Exam</li> </ul>

		<ul style="list-style-type: none"> <li>• 6.10 Delivering Presentations</li> <li>• <b>6.11 LIVE LABS</b></li> <li>• <b>POWERPOINT EXAM</b></li> </ul>	
15	4/27/2021	8.0 OUTLOOK <ul style="list-style-type: none"> <li>• 8.1 Introduction to Outlook</li> <li>• 8.2 Sending and Receiving Messages</li> <li>• 8.3 Managing Messages</li> <li>• 8.4 Working with the Calendar</li> <li>• 8.5 Managing Contacts and Groups</li> </ul> Makeup Work/Study for the Certification Week	<ul style="list-style-type: none"> <li>• Watch all Videos/Read Information Sheets</li> <li>• Labs All labs for 8.2 - 8.5</li> <li>• This week it is very important to get in any and all makeup work you may have. It is also VERY IMPORTANT to use the PRACTICE EXAM in A.5 – See link in Canvas!</li> </ul>
16	5/4/2021	Certification this week – test covers Word, Excel, and PowerPoint only! ALL WORK DUE BY MAY 4th at 11:59PM!	The TestOut Office Pro Exam can only be taken once so please make sure you are ready when you sit down to take it!