

## CIS 110 Course Guide Computer Tools for Business

### Textbook and Software:

1. New Perspective on **Computer Concepts**, 10<sup>th</sup> edition (Brief), Thomson Course Technology
2. SAM 2003 Assessment and Training Software for MS Office 2003 (Ver. 3.1) – Thomson Course Technology

**Learning Objectives:** The development and enhancement of computer skills and knowledge using current business software.

Specific Learning Standards emphasized in the course include:

*Critical Thinking* – analyze and interpret computer-based training software (SAM) to be able to perform assigned tasks and projects utilizing software tools.

*Creative Thinking* – Projects in Excel, PowerPoint, and Access require the student to utilize software tools to format and present information in ways to best communicate the information.

*Technological Skills* – learn the mechanics of using software tools and applying this knowledge to solve problems and present information

### Course Specifics:

Course learning objectives are structured in three areas.

1. *Introduce students to the computer resources available at Louisiana Tech.*  
Student is introduced to the broad range of technology available on campus including: computer labs and available software and tools, using Blackboard course management software, Tech webmail system, BOSS system and server tools available for storage and access to information on campus
2. *Introduce students to fundamental information technology principles.*  
Text is used to cover the following material:

Chapter1 - Computers and Digital Basics	Digital Devices Digital Data Representation Digital Processing Password Security
Chapter 2 - Computer Hardware	Personal Computer Basics Microprocessors and Memory Storage Devices Input and Output Devices Hardware Security
Chapter 3 - Computer Software	Software Basics Popular Applications Buying Software Installing Software and Upgrades Security Software
Chapter 4 - Operating	Operating Systems Basics

Systems and File Management	Today's Operating Systems File Basics File Management Backup Security
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3. *Coverage of software in the MS Office 2003 Suite – Word/Excel/PowerPoint/Access.*  
SAM computer based training software is utilized to teach students the capabilities of common software products.

**Microsoft Word – Tasks covered include:**

MS Word 2003: Insert and Modify Text MS Word 2003: Create and Modify Paragraphs MS Word 2003: Manage Documents MS Word 2003: Work with Graphics MS Word 2003: Formatting Documents MS Word 2003: Creating and Modifying Graphics
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**Microsoft Excel – Tasks covered include:**

MS Excel 2003: Analyzing Data MS Excel 2003: Auditing Worksheets MS Excel 2003: Creating and Modifying Graphics MS Excel 2003: Creating and Revising Formulas MS Excel 2003: Customizing Excel MS Excel 2003: Formatting and Printing Workbooks MS Excel 2003: Managing Workbooks MS Excel 2003: Modifying Workbooks MS Excel 2003: Summarizing Data MS Excel 2003: Workgroup Collaboration MS Excel 2003: Working with Cells and Cell Data MS Excel 2003: Working with Ranges
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**Microsoft PowerPoint – Tasks covered include:**

MS PowerPoint 2003: Creating Presentations MS PowerPoint 2003: Inserting and Modifying Text MS PowerPoint 2003: Inserting and Modifying Visual Elements MS PowerPoint 2003: Managing and Delivering Presentations MS PowerPoint 2003: Modifying Presentation Formats MS PowerPoint 2003: Printing Presentations MS PowerPoint 2003: Working with Data from Other Sources
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**Microsoft Access – Tasks covered include:**

<p>MS Access 2003: Creating and Modifying Forms MS Access 2003: Creating and Modifying Tables MS Access 2003: Creating and Using Databases MS Access 2003: Defining Relationships MS Access 2003: Integrating with Other Applications MS Access 2003: Producing Reports MS Access 2003: Refining Queries MS Access 2003: Using Access Tools MS Access 2003: Viewing and Organizing Information</p>
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