

Course Outcome Guide (COG)

Approved 13 September 2012

Course:	CIS 202 – Advanced Software Applications	Credits:	3	Instructor:	TBD
Course Description:	Provides hands-on experience with the powerful integration capabilities of the Microsoft Office suite. Students enrolled in this course must have access to Microsoft Office 2010, specifically Word, Excel, Access, and PowerPoint for the duration of the entire course				
Concepts and Issues	Process Skills	Assessment Tasks	Intended Outcomes		
			Course	General Education or Program	Institutional
Basic word processing functions Control format and appearance of document Create simple to advance worksheets Use common editing features Create tables and enter data Modify data structure Create slides to include graphics and tables Modify presentation	Basic word processing functions Control format and appearance of document Create simple to advance worksheets Use common editing features Create tables and enter data Modify data structure Create slides to include graphics and tables Modify presentation	*Participate in class discussions and activities demonstrating knowledge of subject matter. *Complete examinations demonstrating acceptable skill level of concept and process. *Complete textbook readings, questions and problems (both individually and collaboratively) demonstrating acceptable skill levels of concept and process. * Design, construct and test your final project.	The student will use Office suite software to work with programs and manage files. The student will use word processing, spreadsheets, presentation graphics, and desktop management software.	1.Mathematics-including numeration literacy and the knowledge and use of statistical and logical processes. 2.Analytical-gathering, organizing, and evaluating information 3.Analogical-using former knowledge to help comprehend and explain new situations 4.Critical Thinking-the ability to identify ad define criteria, understand biases, and construct objective judgments. 5.Problem solving-the ability to analyze situations and synthesize solutions.	1. Students will demonstrate effective communication skills. 2. Students will use reasoning skills to analyze and solve problems.