LEARNING OUTCOMES	LEARNING ACTIVITIES	EVALUATION METHODS	
4. Demonstrate the	Assigned Readings	Homework or Project	
functions and	Lecture	assignments	
application of file	Lab Assignments	Assessment Software	
management, electronic	Training Simulation	Exams	
mail, and virus detection	Software		
software on a network.			

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that 70% of students will meet or exceed outcome criteria.

SEQUENCE OF TOPICS:

- 1. Introduction
- 2. PC Familiarity
- 3. Word
- 4. Operating Systems DOS
- 5. Operating Systems Windows
- 6. PowerPoint
- 7. Network Fundamentals
- 8. Evaluate Hardware
- 9. Excel
- 10. Access
- 11. Safe Computing
- 12. Integration of Office Applications
- 13. Operating Systems Linux
- 14. Internet and HTML

LEARNING MATERIALS:

Package ISBN Number

ISBN 13: 978-1260040715

Components include:

MICROSOFT OFFICE 2016 IN PRACTICE -

ISBN: 978-0078020322

SIMNET FOR OFFICE 2016, STANDALONE, OFFICE SUITE REGISTRATION CODE-

ISBN: 978-1259895333

SURVEY OF OPERATING SYSTEMS, 5TH EDITION -

ISBN: 978-1259618635

The following software is used in the course and is available on campus or may be purchased by the student:

Word 2016 PowerPoint 2016 Excel 2016 Access 2016

Other learning materials may be required and made available directly to the student and/or via the College's Libraries and/or course management system.

COURSE APPROVAL:

Prepared by:	Marie Hartlein	Date:	1/1995
Revised by:	Marie Hartlein	Date:	6/1997
Revised by:	Pat Rahmlow	Date:	3/2009
Revised by:	Pat Rahmlow	Date:	5/2013