

## CIS 103 – Introduction to Windows and Microsoft Office (3 credits)

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Student Name \_\_\_\_\_ DOB \_\_\_\_\_

High School \_\_\_\_\_

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### Course Catalog Description:

In this course students learn operations and basic features of a Windows Operating System and gain a general understanding in the use of software applications. Using a version of the Windows Operating System students will learn the fundamentals of using windows, how to use the desktop, learn to utilize the control panel, and work with directories, files, and folders. The course will look at software applications in the Microsoft Office Suite which include Word, Excel, Access, and Powerpoint.

### Course Learning Outcomes:

- Make effective presentation, formatting, and stylistic choices when developing a communication.
- Use visual representations such as graphs, charts, or graphics to enhance the meaning of the message that is being communicated.
- Create and/or organize data and information into meaningful patterns in order to interpret and draw inferences from it.
- Define the fundamentals of a desktop operating system.
- Modify and utilize the desktop environment of a desktop operating system.
- Create, copy, move, delete, and rename folders and files.
- Change operating system settings.
- Create, format and edit word documents.
- Create a research paper with citations and references.
- Create a business letter.
- Create worksheets.
- Create charts linked to the data in a worksheet.
- Work with formulas, functions, and formatting of a worksheet.
- Create a database with tables and reports.
- Create and use queries to retrieve information from tables.
- Maintain a database being able to add, modify, and delete records and fields.
- Create and run presentations containing multimedia objects.

I attest that the above named student has met the course learning objectives outlined above.

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Instructor Signature

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Date