



**A:** Division: **Instructional**

Date: **MAY 2000**

**B:** Department/ **Commerce and Business Admin.**  
Program Area: **Computer Information Systems**

New Course

Revision

If Revision, Section(s) Revised: **F,M,N**

Date Last Revised: **SEPTEMBER 1995**

**C:** **CISY410**

**D:** **MICROCOMPUTER CONCEPTS AND SOFTWARE  
APPLICATIONS**

**E:** **3**

Subject & Course No.	Descriptive Title	Semester Credits
<p><b>F:</b> Calendar Description: This course will provide the student with a detailed practical knowledge of microcomputers and the skills to use popular software packages. Emphasis will be placed on using totally integrated software applications such as word processing, spreadsheet, database management, and presentation graphics. Concepts of hardware, software, Web page design and electronic commerce will be explained.</p>		
<p><b>G:</b> Allocation of Contact Hours to Types of Instruction/Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p><b>Lecture</b> <b>Seminar</b></p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p><b>Lecture</b>           <b>2 Hrs./week</b> <b>Seminar</b>           <b>2 Hrs./week</b></p> <p>Number of Weeks per Semester:</p> <p><b>15 Weeks x 4 Hours per week = 60 Hours</b></p>	<p><b>H:</b> Course Prerequisites:</p> <p><b>CISY 110</b></p>	
	<p><b>I:</b> Course Corequisites:</p> <p><b>NIL</b></p>	
	<p><b>J:</b> Course for which this Course is a Prerequisite:</p> <p><b>CISY420</b></p>	
	<p><b>K:</b> Maximum Class Size:</p> <p><b>35</b></p>	
<p><b>L:</b> PLEASE INDICATE:</p> <p><input type="checkbox"/> Non-Credit</p> <p><input type="checkbox"/> College Credit Non-Transfer</p> <p><input checked="" type="checkbox"/> College Credit Transfer:                      Requested <input checked="" type="checkbox"/>                      Granted <input type="checkbox"/></p>		
<p>SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (<a href="http://www.bccat.bc.ca">www.bccat.bc.ca</a>)</p>		

**M:** Course Objectives/Learning Outcomes

The student will be able to:

1. demonstrate knowledge of microcomputer concepts in relation to current hardware and software;
2. apply commands for visual and command line operating systems;
3. use an integrated software package;
4. describe the major components of "user friendly" software applications in the areas of word processing, spreadsheet, database management, and presentation graphics;
5. use a Web tool to develop a Web page; and
6. describe the development of electronic commerce in relation to digital technology.

**N:** Course Content

1. Microcomputer basic concepts: hardware and software.
2. Applications software and systems software.
3. Command-line operating system: Disk Operating Systems (D.O.S.).
4. Microsoft Windows system environment.
5. Word processing software: system environment, text editing, text formatting, text searching/replacing, table function, printing options.
6. Spreadsheet software: worksheet environment, entering data/formulas, cell references, cell formatting, linking worksheets, creating charts, database management, designing templates, advanced functions.
7. Database management software: system environment, database structure, data entry form design, report generation, query creation, linking tables.
8. Presentation graphics software: advanced features.
9. Object linking and embedding.
10. Web page: page design, graphics, using templates/wizard, formatting, hyperlink usage.
11. Electronic commerce concepts: definition, management perspective, technology perspective, setting up a business portal, security.
12. Selected current topic(s).

**O:** Methods of Instruction

Lectures, discussion, case studies, research projects, seminars and labs.

**P:** Textbooks and Materials to be Purchased by Students

Gary Shelly and Thomas Cashman, MS-OFFICE 2000 - Advanced Concepts and Techniques, Latest Edition. Thomson Learning, Course Technology.

**Q:** Means of Assessment

Assignments	25% - 35%
In-class test(s)	10% - 15%
Mid-term examination	25% - 30%
Final examination	<u>25% - 30%</u>
	<u>100%</u>

**R:** Prior Learning Assessment and Recognition: specify whether course is open for PLAR

**NO**

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Course Designer(s): Raymond Yu

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Education Council/Curriculum Committee Representative

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Dean/Director: Jim Sator

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Registrar: Trish Angus

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**DATE: June 2000**