

Montgomery County Community College  
 CIS 155  
 PC Applications on Networks  
 3-2-2

**COURSE DESCRIPTION:**

This course will provide an overview of several applications software packages available to use on a local area network. Software covered will include DOS, spreadsheet, word processing, data base, windows, file management, performance tuning, and virus detection software. The impact of running this software on a network will be emphasized.

**REQUISITES:**

*Previous Course Requirements*

None

*Concurrent Course Requirements*

None

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Install network application software.	Assigned Readings Lecture	Hands-On Exercises
2. Demonstrate the basic skills needed to use DOS, Linux and windows operating environments – in what setting?	Assigned Readings Lecture Lab Assignments	Homework Assignments Exams
3. Apply application software (Word, Excel, Access and PowerPoint) and the Internet to solve business related problems.	Assigned Readings Lecture Lab Assignments Training Simulation Software	Homework or Project Assignments Assessment Software Exams

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

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
VPAA/Provost or designee Compliance Verification: Victoria L. Bastecki-Perez, Ed.D.	Date: 7/11/2013
Revised by: Anil Datta	Date: 8/8/2016
VPAA/Provost or designee Compliance Verification: Victoria L. Bastecki-Perez, Ed.D.	Date: 8/8/2016
Revised by: Pat Rahmlow and Debbie Dalrymple	Date: 1/11/2018
VPAA/Provost or designee Compliance Verification:	Date: 1/30/2018



*This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.*