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