

**Clackamas Community College**  
Online Course/Outline Submission System

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### Section #1 General Course Information

**Department:** Business & Computer Science: Computer Science

**Submitter**

First Name: Jen

Last Name: Miller

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**Course Prefix and Number:** CS - 091

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**# Credits:** 2

**Contact hours**

Lecture (# of hours): 20

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 20

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

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**Course Title:** Fundamental Computer Skills II

**Course Description:**

Continued development of skills learned in CS-090. Topics include intermediate features of the Microsoft Windows operating systems, more work with applications (word processing using the latest version of Microsoft Word, spreadsheets using the latest version of Microsoft Excel, and presentations using the latest version of PowerPoint). Takes place in the computer lab, one student to a computer.

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**Type of Course:** Career Technical Preparatory

Is this class challengeable?

**No**

Can this course be repeated for credit in a degree?

**No**

Is general education certification being sought at this time?

**No**

Does this course map to any general education outcome(s)?

**No**

Is this course part of an AAS or related certificate of completion?

**No**

Are there prerequisites to this course?

**Yes**

**Pre-reqs: Pass CS-090 or placement in CS-091**

**Have you consulted with the appropriate chair if the pre-req is in another program?**

**No**

Are there corequisites to this course?

**No**

Are there any requirements or recommendations for students taken this course?

**No**

Are there similar courses existing in other programs or disciplines at CCC?

**No**

Will this class use library resources?

**Yes**

**Have you talked with a librarian regarding that impact?**

**No**

Is there any other potential impact on another department?

**No**

Does this course belong on the Related Instruction list?

**No**

GRADING METHOD:

A-F or Pass/No Pass

**Audit: Yes**

When do you plan to offer this course?

✓ **Summer**

✓ **Fall**

✓ **Winter**

**✓ Spring**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

**No**

Will this course appear in the college catalog?

**Yes**

Will this course appear in the schedule?

**Yes**

**Student Learning Outcomes:**

Upon successful completion of this course, students should be able to:

1. manage files and folders,
2. find, navigate and save Word, Excel, and PowerPoint documents;
3. create, format, and edit Word content;
4. use a spelling and grammar checker to improve Word content,
5. enter data, formulas, and functions in Excel;
6. copy, move, insert, and delete cells, columns, rows in Excel;
7. format Excel worksheets, including header, footer, and print settings.

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***This course does not include assessable General Education outcomes.***

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**Major Topic Outline:**

1. Word processing with Microsoft Word.
  - a. Opening, closing, and saving documents.
  - b. Navigating through documents.
  - c. Editing and selecting text.
  - d. Finding and replacing text.
  - e. Moving and copying text.
  - f. Using Spelling and Grammar Checker.
  - g. Formatting text with fonts, bold, italicize, underline.
  - h. Formatting paragraphs with alignment, indenting, spacing.
  - i. Creating bulleted and numbered lists.
  - j. Applying borders and shading.
2. Working with spreadsheets using Microsoft Excel.
  - a. Navigating through worksheets and workbooks.
  - b. Opening, closing, and saving workbooks and worksheets.
  - c. Entering data, formulas, and functions.
  - d. Using AutoCalculate, AutoSum, and AutoFill.
  - e. Inserting and deleting cells, columns, rows.
  - f. Copying and moving data.
  - g. Formatting worksheets with font and numeric formats.
  - h. Setting column width and row heights.
  - i. Simple formulas, AutoSum, Sum function.
  - j. Setting print options, including headers and footers, page and margin settings.
3. Windows Explorer.
  - a. Navigating through drives and folders to find files.
  - b. Creating folders and copying files to the folders.

- c. Starting Applications.
- d. Copying, moving, renaming, and deleting files.

Does the content of this class relate to job skills in any of the following areas:

- |                                      |           |
|--------------------------------------|-----------|
| 1. Increased energy efficiency       | <b>No</b> |
| 2. Produce renewable energy          | <b>No</b> |
| 3. Prevent environmental degradation | <b>No</b> |
| 4. Clean up natural environment      | <b>No</b> |
| 5. Supports green services           | <b>No</b> |

Percent of course: 0%

First term to be offered:

**Specify term:** Fall 2016

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