College of the Marshall Islands

Course Outline

CIP No. 11.0601
ICS 101 Introduction to Microsoft Office

Course Description
Introduces the basic principles and techniques of data processing through hands-on experience with Microsoft Office. Provides an introduction to computer applications focusing on a hands-on approach to Word, Excel, and PowerPoint.

Course prepared by: BIT Department

<table>
<thead>
<tr>
<th></th>
<th>Hours per Week</th>
<th>Number of Weeks</th>
<th>Total Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>3</td>
<td>16</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>Laboratory</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seminar</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours 3

Purpose of Course: Degree Requirement

Degree Elective

General Education X

Certification X

Developmental

Community Education

Other

Prerequisite(s) ENG 080s and CAP 066 or Placement

Signature, Curriculum Committee Chairperson

Signature, Dean of Academic Affairs

Signature, Vice President of Academic and Student Affairs

Last Date reviewed or revised: May, 2014
I. Introduction to Microsoft Office

II. Course Outcomes

A. General Learning Outcomes

The student will:

1. Use hardware and software to accomplish information technology storage manipulation and retrieval tasks (GE 1) (AC 3)
2. Use application software as tools for writing, presentation and problem solving (GE 1) (AC 3)
3. Use input technologies to enter and manipulate text, data, and images (GE 1) (AC 3)

B. Student Learning Outcomes

Upon completion of this course, the student will be able to:

1. Use appropriate computer hardware and software for manipulation of information, storage and retrieval
2. Create documents, spreadsheets and presentations using application software
3. Manipulate text, data and images to enhance documents, spreadsheets and images

III. Course Content

This course introduces the basic principles and techniques of data processing through hands on experience with Microsoft Office.

1. Introduction to computers
2. Microsoft Office basics
3. Microsoft Word
4. Microsoft Excel
5. Microsoft PowerPoint

IV. Methods of Instruction

1. Lecture
2. Audio-visual aids
3. Supervised practice
4. Technology – enhanced demonstrations
5. Learning Management Systems

V. Equipment and Materials

1. Computer lab
2. Computer projector
3. Storage media
VI. Suggested Methods of Evaluation

1. Participation
2. Assignments
3. Reports
4. Projects
5. Quizzes
6. Examinations,
7. Oral presentations
8. Online skills assessment

Letter grades will be assigned per CMI Grading System.
# Course History Summary

**Course Number:** ICS 101  *Introduction to Microsoft Office*

<table>
<thead>
<tr>
<th>Date from Minutes</th>
<th>Action</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/12/09</td>
<td><strong>Approved</strong></td>
<td>10/14/09</td>
</tr>
<tr>
<td></td>
<td><strong>GE / STEM</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Added GE links & links to Acc. certificate and require test to get into.*