Miami Dade College

Course Competencies Template - Form 112

GENERAL INFORMATION	
Course Prefix/Number: CGS2108	Course Title: Advanced Desktop Applications
Number of Credits: 4	
Degree Type	☐ B.A. ☐ B.S. ☐ B.A.S ☐ A.A. ☒ A.S. ☐ A.A.S. ☐ C.C.C. ☐ A.T.C. ☐ V.C.C
Date Submitted/Revised: 02-12-2009	Effective Year/Term: 2009-1
☒ New Course Competency ☐ Revised Course Competency	
Course to be designated as a General Education course (part of the 36 hours of A.A. Gen. Ed. coursework): ☐ Yes ☒ No	
The above course links to the following Learning Outcomes: ☒ Communication ☒ Numbers / Data ☒ Critical thinking ☒ Information Literacy ☐ Cultural / Global Perspective ☐ Social Responsibility ☐ Ethical Issues ☒ Computer / Technology Usage ☐ Aesthetic / Creative Activities ☐ Environmental Responsibility	
Course Description (limit to 50 words or less): This is an advanced level course for major and non-major students who have completed CGS 1060, Introduction to Microcomputer Usage. Students will learn advanced computer skills using software applications, such as word processing, spreadsheets, database, presentation graphics, and communications and scheduling software. Students will also learn advanced file management techniques, deal with security issues, and troubleshoot hardware and software. Pre-requisite: CGS1060. A.S. degree credit only. Laboratory fee. (3 hr. lecture; 2 hr. lab)	
Prerequisite(s): CGS1060	Co requisite(s):

Course Competencies: (for further instruction/guidelines go to: http://www.mdc.edu/asa/curriculum.asp)

Competency 1: The student will demonstrate the ability to perform advanced word processing functions by:

1. Creating a document from an existing template.
2. Applying a theme and creating a new template from an existing document.
3. Applying and modifying existing styles and creating new styles.
4. Inserting and formatting a chart.
5. Inserting section breaks and applying different formats.
6. Creating a letter and completing a mail merge.
7. Working with a document outline.
8. Using the Review ribbon functions to: track changes in a document, insert comments in a document, compare and combine documents.
9. Creating a newsletter using desktop publishing functions.

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Approved By Academic Dean Date: _____ Reviewed By Director of Academic Programs Date: _____

10. Integrating objects from other Microsoft Office applications into a word document, e.g. charts, data, graphics, etc.
11. Protecting documents.
12. Creating a table of contents.
13. Adding internal and external hyperlinks and bookmarks to a document.

Competency 2: The student will demonstrate the ability to perform advanced spreadsheet operations by:

1. Building spreadsheets that use financial functions such as loan payment calculations, future value, and present value, including:
    a. Creating and analyzing a loan amortization schedule with several scenarios including different terms and different interest rates
    b. Using cell names (range names) to mark spots within a workbook and using these names in formulas.
2. Protecting cells, worksheets, and workbooks.
3. Using functions, such as What-if Analysis, Goal Seek, Conditional Formatting, and Pivot Tables to make informed decisions.
4. Creating, sorting, querying tables, and validating data on tables, including:
    a. Adding computational fields to tables
    b. Adding Lookup tables
    c. Displaying sub totals in a table
    d. Querying tables with AutoFilters
    e. Extracting records from a table.
5. Working with multiple worksheets and workbooks, including:
    a. Creating, formatting, and editing templates
    b. Creating a workbook from a template
    c. Consolidating data by linking workbooks.
6. Importing and exporting to other applications, including:
    a. Linking a worksheet and a chart to a Word document
    b. Importing text from a Word document
    c. Exporting a chart to a PowerPoint presentation.

Competency 3: The student will demonstrate the ability to perform advanced database operations by:

1. Designing a relational data base with multiple tables.
2. Creating and editing relationships.
3. Creating indexes.

4. Creating reports and forms, including sub reports and forms with sub forms.
5. Building and adding controls to a form in design view.
6. Structuring and validating data input through a form.
7. Using queries to locate information and create reports.
8. Using Expression Builder to create calculated fields.
9. Using SQL to perform functions such as queries, inserts, deletes, and joins.
10. Importing data from an Excel workbook.

Competency 4: The student will demonstrate the ability to create advanced presentations by:

1. Modifying the master and title slides.
2. Downloading and modifying themes and templates.
3. Incorporating and editing objects such as:
    a. Scanned images and text
    b. Recorded sound files, video clips, background music, and sounds
    c. Captured images from Web sites
    d. Internal links to other slides, action (navigation) buttons, and external hyperlinks to Web pages
    e. Smart Art graphics.
4. Adding narrations and animations to slides and applying Rehearse timings to a presentation.
5. Importing text from a Microsoft Word document into the outline tab.
6. Delivering an eye-catching and effective presentation.

Competency 5: The student will demonstrate the ability to utilize personal productivity communications and scheduling applications, e.g., Outlook by:

1. Managing email and contact lists, including opening, closing, replying, printing, deleting, and organizing saved emails into folders, and handling junk mail.
2. Creating and managing contact and distribution lists.
3. Managing calendars, creating multiple calendars, entering and editing appointments and scheduling meetings.
4. Starting an Instant Messaging session, adding contacts, sending an instant message, and attaching files to an instant message.
5. Archiving items, customizing AutoArchive, and changing the settings for AutoArchive.

Competency 6: The student will demonstrate how to independently learn to perform previously untaught tasks by:

1. Protecting data and files by using passwords, restricting access, locking cells, etc.
2. Discussing privacy and security issues related to using a web browser, e.g., copyright, complex passwords, parental controls software, etc.
3. Troubleshooting, identifying, and correcting errors using best practices.
4. Working in groups and as individuals to solve problems.
5. Locating and using online documentation resources.
6. Managing files and folders by creating, copying, moving, deleting, and renaming.