

# Seattle Central Community College

## Credit by Examination

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**Course Title: MICROCOMPUTER APPLICATIONS**

**Course Number: MIC 101**

**Credits: 4**

**Instructor: Steve Conger (206) 587-5458**

**Prerequisite(s): None**

### **Course Description:**

The Course is designed to offer an introduction to the use of computer applications commonly found in business and academic settings. The course will introduce Word processing, Spreadsheet, Database, Operating System, and E-mail and Internet software.

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### **Course Outcomes**

#### 1. Word Processing

- Create, edit, and print Microsoft Word documents.
- Use Save, Save As, Open, and Exit to manage document storage and format.
- Use Format Font, Format Paragraph, Insert, and File PageSetup to control appearance of the document.

#### 2. Spreadsheets

- Create, edit, and print Microsoft Excel documents.
- Distinguish between numbers, labels, and formulas, and apply each properly.
- Properly use absolute and relative addressing.
- Use functions to compute values for a range of cells.
- Create and edit charts.
- Format worksheets to effectively display results.

#### 3. Database

- Understand and use properly these terms: Table, Record, Field, Data Type, and Key.
- Design and implement a single database table.
- Enter, modify, sort, and delete database records.
- Create Forms to display and edit records.
- Use Queries to select, sort, and summarize data from a single table.
- Create Reports (including grouping and subtotals).

#### 4. Internet

- Create, send, receive, and reply to e-mail.
- Use a browser to open a given URL.
- Use a search engine to research a given topic.
- Apply Internet concepts to other applications.

#### 5. Operating Systems

- Use Microsoft Windows to start and stop applications.
- Use Windows Explorer to copy, move, rename, and delete files.
- Create an arbitrarily specified folder/subfolder structure.
- Use the Windows help facility to answer questions.
- Format and copy diskettes.

### **Instructional Materials**

- Floppy Disks.

This course is usually offered without a required text. Students who are uncomfortable without structure can purchase the current option textbook:

1. *Grauer and Barber* (1997),
2. *Brief Office '97*, **or**
3. *MS Office for Dummies*.

### **Assessment**

The assessment will consist of an exam to be completed in a single sitting at a personal computer. The student will be required to demonstrate his or her command of word processing, spreadsheets, database, web browsers, and Windows by completing a series of tasks. Students will be issued a blank disk at the beginning of the exam. No notes, texts, or other disks may be used during the course of the exam.