A.   Division: **Instructional**

ester Credits

F: Calendar Description:
This course is a "hands-on" microcomputer course. The students will develop a basic working knowledge of microcomputers with emphasis on the Windows interface,

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Module 4 – Presentation Graphics [2]
4.1   Create and edit a public service announcement.
4.2   Create and animate a formal business presentation.

Module 5 – Spreadsheet [3]
5.1   Create a simple sales report with an embedded chart.
5.2   Create an investment portfolio analysis utilizing a web query and 3-D referencing.
5.3   Design a financial report that facilitates "what-if" analysis.
5.4   Generate a 3-D chart incorporating graphic elements.

O: Methods of Instruction

A combination of lecture, demonstration, guided practice and self-paced lab assignments and projects will be used. Active learning is an integral part of this course, and major emphasis will be placed on a "hands-on" environment to allow students to work both independently and collaboratively to learn and apply microcomputer application skills and techniques.

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