This course is available for student registration only after the approval process has been completed.

**Subject**: CIS  
**Course No.**: 1130  
**Credit Hours**: 3  
**Term to be added to the file**: Spring 2008

**Class Hours**: 45  
**Lecture Hours**:  
**Lab Hours**:  
**Contact Hours (CEU only)**:  
**Department**: Distance Learning  
**Schedule Type**: Virtual Classroom (H)

- [ ] College of Aeronautics—23  
- [ ] College of Psychology and Liberal Arts—25  
- [ ] College of Business—24  
- [ ] College of Science—26  
- [X] University College Extended Studies—27

**Computer Title**: Restricted to 25 characters, including spaces.  
**PC Applications**

**Catalog Title**: Personal Computer Applications

**Catalog Description of Course**: Limited to 350 characters, including spaces.

Introduces computer applications. Includes basic computer concepts and terminology through experience using the operating system, and word processing, spreadsheet and presentation management software. Credit may not be applied to any Florida Tech degree.

In addition, you may attach a course syllabus and/or or more detailed description.

**Restrictions**:  
- [ ] Prerequisite  
- [ ] Corequisite  
- [ ] Course Number  
- [ ] Course Number

**Grades to be Issued**:  
- [X] A, B, C, D, F  
- [ ] A, B, C, D, F, CEU  
- [ ] CEU  
- [ ] S, U  
- [ ] P, F  
- [ ] Other

**Additional Restriction**: For BANNER enforcement, restricted to students enrolled in University Alliance (U)  
(e.g., Major, Class Level, Department Head Approval)

If this course replaces a course currently offered in BANNER, please indicate old course information.

**Subject**: CSE  
**Course No.**: 130

**APPROVAL**: Upon completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee for approval below and forward to Catalog Director.

**Chair, Graduate Council**: Mike aquatic  
**Date**: 11/23/07

**Chair, Undergraduate Curriculum Committee**:  
**Date**: 11/23/07

**Catalog Director**:  
**Date**:  
**Registrar's Use Only**:  
- SCAKSE  
- SCADTL  
- SCAPIER  
- SCABASE  
- SCARES  
- Operator Init  
- Date

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R3-701-500
Course Number: CIS 1130
Course Name: Personal Computer Applications
Credit Hours: 3
Prerequisites: None

Description: Introduces computer applications. Includes basic computer concepts and terminology through experience using the operating system, and word processing, spreadsheet, and presentation management software. Required for any student who cannot demonstrate proficiency by passing the Computer Skills Exam.

Objectives: Upon completion of this course the student will be able to:
• Utilize the operating system and the typical file directory structure and operating system commands to format a disk, copy a file, change directories, etc.
• Access and utilize global databases for research
• Utilize the word processing program to input, edit, print, and save a document and to create and edit Web pages
• Utilize a presentation management program to create, edit and display slide shows.
• Utilize a spreadsheet application program to create, edit, print, and save a spreadsheet.

Course Outline:
1. Introduction and overview of course
2. Microsoft Word
3. Desktop Publishing (Newsletter)
5. Microsoft Excel
6. Working with formulas and functions
7. Developing a professional worksheet
8. Microsoft Excel charts
9. Integrating Word and Excel
10. Microsoft PowerPoint
11. Creating and modifying text and graphics
12. Presenting a slideshow
13. Integrating PowerPoint with other programs and collaborating with workgroups

Texts: MICROSOFT OFFICE 2003 - CUSTOM - 1ST ED SHAPPER

Grading:
Quizzes (10) 50%
Application assignments (10) 50%

Grade scale
A 90-100
B 80-89
C 70-79
D 60-69
F 0-59