

# Louisiana Delta Community College

## Academic Affairs Master Syllabus

**Course Name:** MICROCOMPUTER APPLICATIONS

**Course Number:** CINS 201

**Lecture hours:** 3

**Lab Hours:** 0

**Credit Hours:** 3

**Textbook, Author, and Publisher:** To be provided by College Campus

**Instructor Information:** To be provided by College Campus

**Class Location:** To be provided by College Campus

### **Course Description:**

This course is a survey of computer applications for business and personal use. Topics include an introduction to Windows, word processing, spreadsheet, database, and presentation software using the current version of Microsoft Office.

**Prerequisites:** CINS 101 or CINS 102 with a grade of "C" or better or instructor's approval.

**Co-requisites:** None

### **Learning Outcomes:**

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

1. Start Windows and work with windows, folders, and files.
2. Create, design, and produce professional documents using word processing software, MS Word.
3. Process, manipulate, and represent numeric data using the basic functions of spreadsheet software, MS Excel.
4. Create and maintain a database and retrieve data from it using a database management system, MS Access.
5. Create, design, and produce professional documents using presentation software, MS PowerPoint.
6. Integrate files created in one Microsoft Office application into other files created by another Microsoft Office application to solve contemporary real world problems.

**Assessment Measures:** To be provided by College Campus

**Library Resource Center:**

The Delta Library and Learning Resource Center is committed to providing quality information and learning resources and services, including technology, in supporting the overall mission of Louisiana Delta Community College and its commitment to lifelong learning.

**Special Accommodations:**

Louisiana Delta Community College complies with Section 504 of the Rehabilitation Act, as well as the Americans with Disabilities Act. Students with disabilities who attend the Monroe campus may make a request by contacting the Director of Counseling and Disability Services (See College Directory for contact information.) at the beginning of each semester. Reasonable accommodations will be attempted for students with documented disabilities. If an impairment is identified later in the semester, a non-retroactive accommodation plan will be developed. Students at satellite campuses should contact the Coordinator of Student Affairs at their particular campus.

**Title IX:**

Louisiana Delta Community College is committed to protecting the rights of students, which includes compliance with Title IX requirements. As such, the institution and members of our community will not tolerate the offenses of dating violence, domestic violence, sexual assault, and stalking. Students with Title IX concerns should contact the College's Title IX Coordinator (See College Directory for contact information.) Students are required to complete Sexual Assault Awareness and Prevention Online Training. Access to this online course will be sent out through the Delta email account.

**Student Code of Conduct:**

Louisiana Delta Community College encourages an environment of academic integrity and mutual respect. Students should read and follow both academic and behavioral expectations identified in the Code of Student Conduct that can be found online at [www.ladelta.edu](http://www.ladelta.edu). Students are expected to act with integrity, respect the rights of others, and conduct themselves in a professional manner. The Honor Code prohibits academic misconduct such as cheating, engaging in unauthorized collaboration, and plagiarism. Violations of the Code of Student Conduct may result in disciplinary action as provided in the Code. Incidents are reported through the online Student Conduct system.