

# COURSE OUTCOME MATRIX

## COURSE SYLLABUS

### PART 2 of 3

Course Number and Title	CS103 Intro to Applications
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Credit Hours	3
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Course Description	This course is an introductory course to word processing, spreadsheet concepts, and presentation software. Students will learn the basic editing and data manipulation concepts in each of the three software packages.
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Prerequisite(s) and/or Corequisite(s)	None
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**Required Textbooks/References/Course Materials:**

Illustrated Microsoft Office 365 & Office 2019 Introductory	1st	Beskeen/Cram?Duffy/Friedrichsen/Wermers	Course Technology	9780357539897 (e-book); 9780357025673 (paperback)
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General Education Outcomes	
1	Utilize written and verbal language to discuss and comprehend information, incorporating a variety of technologies, such as text, data, and images (written language, verbal language, and information technology).
2	Identify and interpret relevant information in order to formulate an opinion or conclusion (critical thinking).
3	Demonstrate and communicate computational methods and mathematical reasoning in a variety of formats (using words, tables, graphs, mathematical equations, etc., as appropriate) (quantitative literacy and fluency).
4	Communicate in appropriate ways with those who are culturally diverse (intercultural competence).

Program/Department Outcomes	
1	Discuss and evaluate potential technology related ethical dilemmas and apply decision-making techniques to resolve them.
2	Demonstrate proficiency in selecting, implementing, and operating information technology solutions to meet project requirements.
3	Apply essential IT support skills in order to install, configure, secure, and troubleshoot operating systems, programs, networks, and pc hardware.
4	Prepared to take and pass industry standard certification exams
5	Develop the ability to use oral and written communication effectively with clients and other industry professionals.
6	Engage in teams to develop and/or implement IT-based project solutions
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	Course Outcomes (CO)	Bloom's Domain for CO (C, A, P), Category, and Level	Program/Department Outcome(s)	Written Language	Verbal Language	Information Technology	Critical Thinking	Quantitative Literacy and Fluency	Intercultural Competence
1	Differentiate between the different operating systems and the features and functions of modern operating systems.	Cognitive Understanding (2)	2,3,4	0	0	2	2	1	0
2	Access various operating system features and settings.	Cognitive Applying (3)	2,3	0	0	2	2	1	0
3	Create professional word processing documents using Microsoft Office Word.	Cognitive Creating (6)	2,3,4	0	0	2	2	1	0
4	Demonstrate how to format and edit a Word document.	Cognitive Applying (3)	2,3	0	0	2	2	1	0
5	Use tables to demonstrate information within Word.	Cognitive Applying (3)	2,3	0	0	2	2	1	0
6	Develop and edit a spreadsheet using Microsoft Office Excel.	Cognitive Applying (3)	2,3	0	0	2	2	1	0
7	Categorize spreadsheet information using tables, filter, and charts.	Cognitive Analyzing (3)	2,3,4	0	0	2	2	1	0
8	Create a professional presentation using Microsoft Office PowerPoint.	Cognitive Creating (6)	2,3,4	0	0	2	2	1	0
9	Develop, edit and polish a presentation by using tools within PowerPoint such as transitions, animations and graphics to represent information.	Cognitive Creating (6)	2,3,4	0	0	2	2	1	0
10	Integrating a PowerPoint presentation and Excel spreadsheet into a Word document.	Cognitive Creating (6)	2,3,4	0	0	2	2	1	0

Bloom's Domain Legend

C = Cognitive  
A = Affective  
P = Psychomotor

General Education Outcome Legend

2 = Included and Measurable  
1 = Introduced and/or Minimally Addressed and Not Measurable  
0 = Not included

Approved: May 2021  
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