

**Los Angeles Valley College
Course Level Student Learning Outcomes (SLO)**

Course Name and Number: Microcomputer Application Software – CSIT 830

Course Objectives: (List the course objectives as they appear in the course outline of record.)
Survey of major office applications, including word processing, spreadsheets, database management, presentation, and personal information management tools, using an integrated suite, such as Microsoft Office.

Acquire proficiency in the operation of a major integrated suite of office applications (including word processing, spreadsheet, database management, and presentation tools).

Develop and apply analytic and troubleshooting skills in the use of a range of office applications.

Understand how to customize office applications using Visual Basic for Applications, integrate office applications and create compound documents using Object Linking and Embedding, and enabling office documents for use on the Internet with hypertext markup language files.

Establish 1–2 course level student learning outcomes and indicate how each SLO will be assessed.

Course Level Student Learning Outcome	Assessment Measure
Use Microsoft Word Software	<p>Completing assignments to demonstrate the student's ability to do the following:</p> <ul style="list-style-type: none"> -Create Professional looking documents. -Use the Grammar and Spell Checker Tools. -Use the Copy, Cut and Paste Commands. -Create documents with images. -Create Web Pages using Word. -Use Word Tables.
Use Microsoft Excel Software	<p>Completing assignments to demonstrate the student's ability to do the following:</p> <ul style="list-style-type: none"> -Creating a business spreadsheet. -Creating a spreadsheet containing Internet address hyperlinks. -Creating a spreadsheet with images from Clip Art, and using them to link to a Web Page. <p>Using standard testing procedures, the student will demonstrate their knowledge of the following Excel topics:</p> <ul style="list-style-type: none"> -Using multiple spreadsheets within a file. -Using Excel Functions. -Creating spreadsheet charts. -Creating Excel Formulas.

