

## Microsoft Office Applications (Excel, Word, etc.) courses Fall 2014

(August 7, 2014)

CIS/OIS Microsoft Office Applications courses (CIS 108, 121, 124, OIS 131, 132, etc.) will use **office 2013 beginning fall, 2014.**

We will no longer use Pearson's MyITLab, will now use McGraw Hill's SIMnet.

Students will **need to have the appropriate MS office application** for the course they are taking (Word for word-processing, Excel for Spreadsheets, etc.). a 180 day version of the MS application will be packaged with the textbook at the bookstores on LMC campuses (this 180 day version is only available when purchased with the textbook).

MS office 2013 applications will **only run on Windows 7, 8 or 8.1**. They will not run on Windows XP. **SIMnet software & license** will also be packaged with the textbook at the bookstores on LMC campuses.

Offered in the traditional face-to-face format (meets one hour per week) or in the Open Entry\Defined Exit (OE\DE) format (online format). These are (not the printed schedule – see online schedule):

**OIS 131** (1 credit) Word Processing Skills using **MS Word**.

Replaces both CIS 122 and CIS 222.

CRN # 13159 Monday 4:10 – 5:10 pm

Or CRN # 13159 is an online Open Entry\Defined Exit (OE\DE) format of the same course.

Information about this course: Christine Davis ([cdavis@lakemichigancollege.edu](mailto:cdavis@lakemichigancollege.edu))

**OIS 132** (1 credit) Worksheet Skills using **MS Excel**.

Replaces both CIS 123 and CIS 223.

CRN # 13157 Tuesday 4:10 – 5:10 pm, instructor: Charlie Olszewski

([olszewski@lakemichigancollege.edu](mailto:olszewski@lakemichigancollege.edu))

Or CRN # 13160 is an online Open Entry\Defined Exit (OE\DE) format of the same course.

OE\DE instructor: Charlie Olszewski ([olszewski@lakemichigancollege.edu](mailto:olszewski@lakemichigancollege.edu))

**OIS 133** (1 credit) Presentation Skills using **MS PowerPoint**.

Replaces both CIS 125 and CIS 225.

CRN # 13158 Wednesday 4:10 – 5:10 pm

Or CRN # 13161 is an online Open Entry\Defined Exit (OE\DE) format of the same course.

Information about this course: Christine Davis ([cdavis@lakemichigancollege.edu](mailto:cdavis@lakemichigancollege.edu))

When selecting the online format for the courses above the average student can expect to spend about 45 hours per course, mostly on their own, to complete the course. It would not be unusual to spend 60 hours in the OE\DE format. Students already familiar with these MS office applications, and experienced at online learning, may spend about 30 hours per course.

Open Entry\Defined Exit (OE\DE) format (online format) only (see printed or online schedule):

**CIS 121** (1 credit) Windows Skills using **the MS operating system**.

CRN # 10711 (OE\DE) format only.

**CIS 124** (1 credit) Database Skills using **MS Access**.

CRN # 10681 (OE\DE) format only.

**CIS 224** (1 credit) Advanced Database Skills using **MS Access** (continuation of CIS 124).

CRN # 10756 (OE\DE) format only.

**Additional questions?** Contact Christine Davis ([cdavis@lakemichigancollege.edu](mailto:cdavis@lakemichigancollege.edu)) or Charlie Olszewski ([olszewski@lakemichigancollege.edu](mailto:olszewski@lakemichigancollege.edu)).