

Course-Based Learning Portfolio

CMIS 245, Microcomputer Applications in Business (Windows)

Course learning outcomes	Learning statements	Origin of Learning	Supporting documentation
<p>You will be knowledgeable and proficient in using Microsoft Windows, Word, Excel, Access, and PowerPoint software.</p>	<p>Identify and use the various editing functions in Word to edit documents in paragraph and table format.</p> <p>Explain the main editing functions in Word to a student audience, in order to clearly convey how these functions relate to preparing a document for publication.</p> <p>Organize daily lesson plans for instruction in how to apply editing concepts and functions to a Word document.</p> <p>Prepare and deliver presentations on issues related to editing functions in Word to be identified and resolved.</p>	<p>Applied Business Ltd., Smithville, AB Administrative Assistant 1992-1994</p> <p>College of Business Management, Smith Town, AB Course Assistant 1995-1996</p>	<p>Tab 5 Letter of attestation, Jane Smith, Applied Business Ltd.</p> <p>Tab 8 Letter of attestation, John Doe</p> <p>Tab 9 Lesson Plans, Editing Functions in Word - 1, 2 and 3</p>