THREE RIVERS COMMUNITY COLLEGE
COURSE OUTLINE
(MONDAY NIGHTS)

Course Number/Title: K105 Computer Applications I
Lecture: 3 hrs **Laboratory:** 0 hrs **Credit:** 3 hrs **Contact:** 3 hrs
Course Description: This course introduces some popular software packages currently being used in industry, business, and government such as Microsoft Word, Excel, Access, PowerPoint, and the Internet Explorer.
Texts: Exploring Microsoft® Office XP, Volume I - Second Edition by Grauer & Barber

Prerequisites: None   **Co-requisites:** None

Instructor: Melanie Hannah
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Measurable Objectives

The student will be able to:

Identify and explain computer hardware components including RAM and storage devices
Identify the objects on the Windows desktop and the components of an individual window
Use Windows Explorer to
- Move, copy, and delete files and folders and retrieve them from the Recycle Bin
- Locate files anywhere on the system
Do a screen capture and active window capture
Describe the Internet and its history and explain how to access it
Use a browser such as Internet Explorer to navigate the World Wide Web using URLs and
        hyperlinks
Download and uncompress files
Use a search engine to answer an assigned question
Use MS Word to
- Create, save, retrieve, and print a document
- Edit content and check spelling
- Format characters and paragraphs
- Include and format graphics
Use MS Excel to
- Create, save, and retrieve a workbook
- Print-preview, and print a worksheet, chart or workbook
- Format a worksheet
- Insert and delete rows and columns and copy and/or move ranges
- Create cell formulas with both relative and absolute addressing
- Display both computed values and cell formulas
- Use Excel functions
- Create charts
Create a compound document consisting of a word processing document with spreadsheet
        components

Use MS Access to
- Create a database table
- Add, delete, and edit records
- Print a report
- Sort and search records
- Create a form

Create a PowerPoint presentation

Course Topics/content

Windows and the Internet

A. Getting Started with Windows® XP	8/28
B. Essential Computing Concepts	8/28
C. The Internet and the World Wide Web	9/11

Microsoft Word

A. Chapter 1 and	
B. Chapter 2	9/18
C. Chapter 3	9/25
D. Chapter 4 (beginning section only)	10/2

Microsoft Excel

A.	Chapter 1	10/16
B.	Chapter 2	10/23
C.	Chapter 3	10/30
D.	Chapter 4	11/6

Microsoft Access

A. Chapter 1	11/13
B. Chapter 2	11/20
C. Chapter 3	11/27

Microsoft PowerPoint

A. Chapter 1	12/4
B. Chapter 2	12/11
PAPERS DUE	11/27
FINAL EXAM	12/18

NOTES REGARDING THIS COURSE:

I will expect that you will make every effort to attend classes. If for some reason I cannot make it to class, I will call the school or arrange for another instructor to cover the class.

I encourage you to form study groups. If you do not make it to a particular class, call someone in your study group for any lab assignments or other work which may have been assigned. Lab will usually be assigned each class, as well as written homework.

If you do not have access to a computer at home or work, you can use the computers in the lab. It is your responsibility to check the hours that the lab is staffed and open. The lab staff are not there to help you do your specific assignments; however, at times you may be able to have a general question answered.

Exams may be open book, open notes, as announced; some may be take-home as time permits; however, neither the midterm nor the final are the times when you should first become acquainted with the textbook. There may be quizzes, announced or unannounced, open book or closed book. **All exams and quizzes are to be your own work.**

There will be one paper assigned on a topic of my choosing unless you have a better idea that I approve as a substitute topic. The paper is do be your own work, and must follow proper citation.

You will need to remember your account number in order to access the student files on the computer. I don't have access to these codes nor do I have extra codes to give you.

I encourage you to bring at least one 3 ½ " floppy (high density) to use to store your work; you will eventually need 2 floppies unless you choose to do all your work in the time allotted during class. You will be required to hand in certain lab and homework assignments.

Extra credit assignments will be given if requested on an individual basis. They will be used to help your grade if it becomes obvious that your grade needs help; they will not detract from your grade.

Class grades will be determined as follows: 25% midterm; 25% final; 25% attendance, homework and labs; and 25% paper plus quizzes.

College Withdrawal Policy
Students may withdraw, in writing from the Registrar's Office, for any reason until the end of the 10th week of classes. From the 11th week through the end of the 13th week, a student may withdraw with the signature of the instructor or advisor.

Disabilities Statement
If you have a hidden or visible disability which may require classroom or test-taking modifications, please see me as soon as possible. If you have not already done so, please be sure to notify the Disability Counselor.