

THREE RIVERS COMMUNITY COLLEGE  
COURSE OUTLINE  
(MONDAY NIGHTS)

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**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 2007, Volume I by Grauer

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

Instructor: Melanie Hannah

Phone: (860) 228-4581

Email: [Melahannah@aol.com](mailto:Melahannah@aol.com)

[Melanie.hannah@cigna.com](mailto:Melanie.hannah@cigna.com) (work)

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Measurable Objectives

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The student will be able to:

1. Identify and explain computer hardware components including RAM and storage devices
2. Identify the objects on the Windows desktop and the components of an individual window
3. Use Windows Explorer to
  - Move, copy, and delete files and folders
  - Locate files anywhere on the system
4. Use a browser such as Internet Explorer to navigate the World Wide Web using URLs and hyperlinks
5. Download and uncompress files
6. Use a search engine to answer an assigned question
7. Use MS Word to
  - Create, save, retrieve, and print a document
  - Edit content and check spelling
  - Format characters and paragraphs
  - Include and format graphics
8. 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
9. Create a compound document consisting of a word processing document with spreadsheet components
10. Use MS Access to
- Create a database table
  - Add, delete, and edit records
  - Print a report
  - Sort and search records
  - Create a form
11. Use MS PowerPoint to
- Create a PowerPoint presentation
  - Edit an existing presentation

## COURSE TOPICS/CONTENT

1	Windows and Introduction	
	A. Intro, Computing Concepts & History, And File Access	9/8
	Microsoft Word	
	A. Chapter 1 -2	9/15
	B. Chapter 2 -3	9/22
	C. Chapter 3 -4	9/29
3	Microsoft Excel	
	A. Chapter 1 -2	10/6
	B. Chapter 2 -3	10/20
	C. Chapter 3 -4	10/27
4.	Microsoft Access	
	A. Chapter 1 -2	11/3
	B. Chapter 2 -3	11/10
	C. Chapter 3-4	11/17
5	Microsoft PowerPoint	
	A. Chapter 1 -2	11/24
	B. Chapter 2 -3	12/1
	C. Chapter 3-4	12/8
	Quiz 2 : Access and PowerPoint	12/15
	PAPERS DUE	12/1
	FINAL EXAM	12/22