THREE RIVERS COMMUNITY COLLEGE
COURSE OUTLINE

Course Number/Title: CSA K105   **Intro to Software Applications**
Prof. George Volkov   Fall 2008
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Lecture: 2 hrs   Laboratory: 1 hrs   Credits: 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, Power Point and Internet Explorer. A small amount of time will be devoted to the environment, i.e. operating system platform and graphical user interface (GUI).

Method: Lecture and Lab using the PCs.
Text: Microsoft Office 2007, 1st Edition - Volume I, by Grauer … [et al.]
                    Published by Prentice Hall, ISBN 978-0-13-157564-6

Prerequisite: None

COURSE TOPIC/CONTENT

Windows XP and Office Fundamentals   1 week
    Essentials of Windows XP
    Office Fundamentals

Microsoft Office Word 2007   4 weeks
    Chapter 1: Microsoft Word: What Will Word Processing Do for Me?
    Chapter 2: Gaining Proficiency: Editing and Formatting
    Chapter 3: Enhancing a Document: Tables and Graphics

Microsoft Office Excel 2007   4 weeks
    Chapter 1: Excel 2000: Introduction to Excel: What Can I Do with a
        Spreadsheet?
    Chapter 2: Formulas and Functions: Math Basics for Spreadsheet Use
    Chapter 3: Charts: Delivering a Message
    Chapter 4: Working with Large Worksheets and Tables: Manipulation
        Worksheets and Table Management

Microsoft Office Access 2007   4 weeks
    Chapter 1: Introduction to Access: Finding Your Way through a Database?
    Chapter 2: Relational databases and Multi-Table Queries: Designing
        Databases and Using Related Data
    Chapter 3: Customize, Analyze and Summarize Query Data: Creating
        and Using Queries to Make Decisions

Microsoft Office Power Point 2007   2 weeks
    Chapter 1: Introduction to PowerPoint: Presentations Made Easy
    Chapter 2: Presentation Development: Planning and Preparing a
        Presentation
    Chapter 3: Presentation Design: Enhancing with Illustrations