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THREE RIVERS COMMUNITY COLLEGE
COURSE OUTLINE

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Course Number/Title: CSA K105   Intro to Software Applications

Prof. George Volkov   Spring 2007
Phone: 860-885-2384   E-mail: gvolkov@trcc.commnet.edu

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 2003, 2nd Edition - Volume I by Grauer and Barber

Prerequisite: None

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COURSE TOPIC/CONTENT

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Windows and the Internet   2 weeks
    Essentials of Windows
    Internet Explorer Chapter 1: The Internet and the World Wide
        Web. Search Engines: Finding Information on the Web

Microsoft Word   4 weeks
    Chapter 1: Word 2000: What Will Word Processing Do for Me?
    Chapter 2: Gaining Proficiency: Editing and Formatting
    Chapter 3: Enhancing a Document: The Web and Other Resources

Microsoft Excel   4 weeks
    Chapter 1: Excel 2000: Introduction to Microsoft Excel: What Is
        a Spreadsheet?
    Chapter 2: Gaining Proficiency: The web and Business
        Applications
    Chapter 3: Graphs and Charts: Delivering a Message
    Chapter 4: Using Spreadsheets in Decision Making: What If?

Microsoft Access   3 weeks
    Chapter 1: Introduction to Microsoft Access: What is a Database?
    Chapter 2: Tables and Forms: Design, Properties, Views, and
        Wizards
    Chapter 3: Information from the Database: Reports and Queries

Microsoft Power Point   2 weeks
    Chapter 1: Introduction to PowerPoint: Presentations Made Easy
    Chapter 2: Gaining Proficiency: Slide Show Tools and Digital
        Photography

    Total   15 weeks