THREE RIVERS COMMUNITY COLLEGE
COURSE OUTLINE
(WEDNESDAY NIGHTS)

Course Number/Title: CSA105 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   Melanie.hannah@cigna.com (work)

Measurable Objectives

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   1/21

      Microsoft Word
      A.   Chapter 1 -2   1/28
      B.   Chapter 2 -3   2/4
      C.   Chapter 3 -4   2/11

3   Microsoft Excel
      A.   Chapter 1 -2   2/18
      B.   Chapter 2 -3   2/25
      C.   Chapter 3 -4   3/4

4.   Microsoft Access
      A.   Chapter 1 -2   3/11
      B.   Chapter 2 -3   3/25
      C.   Chapter 3-4   4/1

5   Microsoft PowerPoint
      A.   Chapter 1 -2   4/8
      B.   Chapter 2 -3   4/15
      C.   Chapter 3-4   4/22

      Quiz 2 : Access and PowePoint   4/29

      PAPERS DUE   4/22
      FINAL EXAM   5/6