

**THREE RIVERS COMMUNITY COLLEGE
COURSE OUTLINE**

Course Number/Title: CSA K105 Intro to Software Applications

Prof. George Volkov Spring 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 2003, 2nd Edition - Volume I by Grauer and Barber

Prerequisite: None

COURSE TOPIC/CONTENT

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