THREE RIVERS COMMUNITY COLLEGE

COURSE OUTLINE

Course Number/Title: CSA* K105   Intro to Software 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: Microsoft® Office 2007, Volume I – Grauer ISBN: 0-13-186068-2

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

Course Topics/content

1 Windows and the Internet – 3 weeks suggested

    A.   Getting Started with Windows® XP   (tan)

    B.   Essential Computing Concepts   (red)

    C.   The Internet and the World Wide Web (Gold)

2 Microsoft Word – 3.5 weeks suggested   (Green)

    A.   Chapter 1

    B.   Chapter 2

    C.   Chapter 3

3   Microsoft Excel – 4.5 weeks suggested   (Coral)

      I.   Chapter 1

      II.   Chapter 2

      III.   Chapter 3

      IV.   Chapter 4

4   Microsoft Access – 3 weeks suggested   (Blue)

      A.   Chapter 1

      B.   Chapter 2

5   Microsoft PowerPoint – 1 week suggested   (Lavender)

      A.   Chapter 1

      B.   Chapter 2

Date: _____*August 21, 2003*_____

Prepared by*: _____Joyce Parker_____*

Program Coordinator: ____*Joyce Parker*_____

Department Chairperson: __*Anthony Benoit*_____

Continuation Sheet No. 2 of 2

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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 and retrieve them from the Recycle Bin

- Locate files anywhere on the system

4. Do a screen capture and active window capture

5. Describe the Internet and its history and explain how to access it

6. Use a browser such as Internet Explorer to navigate the World Wide Web using URLs and hyperlinks

7. Download and uncompress files

8. Use a search engine to answer an assigned question

9. Use MS Word to

- Create, save, retrieve, and print a document

- Edit content and check spelling

- Format characters and paragraphs

- Include and format graphics

10. 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

11. Create a compound document consisting of a word processing document with spreadsheet components

12. Use MS Access to

- Create a database table

- Add, delete, and edit records

- Print a report

- Sort and search records

- Create a form

13. Create a PowerPoint presentation