THREE RIVERS COMMUNITY COLLEGE
COURSE OUTLINE
(WEDNESDAY EVENING)

Course Number/Title: K105 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 – Second Edition by Grauer

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

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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 and retrieve them from the Recycle Bin
        • 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 and edit an existing presentation.

COURSE TOPICS/CONTENT

1   Windows and Introduction
      A.   Intro, Computing Concepts and History   1/26
      B.   File Access

      Microsoft Word
      A.   Chapter 1 -2   2/2
      B.   Chapter 3 - 4   2/9

3   Microsoft Excel
      A.   Chapter 1   2/16
      B.   Chapter 2   2/23
      C.   Chapter 3   and
      D.   Chapter 4   3/2

4.   Microsoft Access
      A.   Chapter 1   3/9
      B.   Chapter 2   3/23
      C.   Chapter 3   3/30
      D.   Chapter 4   4/6

5   Microsoft PowerPoint
      A.   Chapter 1 - 2   4/13
      B.   Chapter 3 - 4   4/20

      Quiz: Access and PowerPoint   4/27

      PAPERS DUE   4/20
      FINAL EXAM   5/4