

**THREE RIVERS COMMUNITY COLLEGE  
COURSE OUTLINE**

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**Course Number/Title:** CSA K105

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**Intro to Software Applications**

Fall 2010

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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 2007, 3<sup>rd</sup> Edition - Volume I, by Grauer ... [et al.]  
Published by Prentice Hall, ISBN 978-0-13-506250-0

**Prerequisite:** None

**Grading:** The grade will be based 50% on homework, 50% on tests. There will be 3 tests.

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**COURSE TOPIC/CONTENT**

Windows XP and Office Fundamentals Essentials of Windows XP Office Fundamentals	1 week
Microsoft Office Word 2007 Chapter 1: Microsoft Word: What Will Word Processing Do for Me? Chapter 2: Gaining Proficiency: Editing and Formatting Chapter 3: Enhancing a Document: Tables and Graphics	4 weeks
Microsoft Office Excel 2007 Chapter 1: Excel 2000: Introduction to Excel: What Can I Do with a Spreadsheet? Chapter 2: Formulas and Functions: Math Basics for Spreadsheet Use Chapter 3: Charts: Delivering a Message Chapter 4: Working with Large Worksheets and Tables: Manipulation Worksheets and Table Management	4 weeks
Microsoft Office Access 2007 Chapter 1: Introduction to Access: Finding Your Way through a Database? Chapter 2: Relational databases and Multi-Table Queries: Designing Databases and Using Related Data Chapter 3: Customize, Analyze and Summarize Query Data: Creating and Using Queries to Make Decisions	4 weeks
Microsoft Office Power Point 2007 Chapter 1: Introduction to PowerPoint: Presentations Made Easy Chapter 2: Presentation Development: Planning and Preparing a Presentation Chapter 3: Presentation Design: Enhancing with Illustrations	2 weeks