Course Title: Introduction to Software Applications   **Course #:** CSA*105

Course Description: 3 credits

The computer plays a significant role as a productivity tool in many fields of study and employment. This course focuses on integrating comprehensive computing skills as a means to introduce students to the knowledge, skills, and techniques necessary to achieve proficiency in the Microsoft Office software applications suite (Word, Excel, PowerPoint, and Access). The computer operating system, file management operations, computer concepts, and vocabulary are included as integral elements to understanding the software applications environment. Students will examine productivity and computing procedures in workplace and academic settings, enhance their computer skills, and be able to critically apply these skills in various situations.

Pre-requisite/ Co-requisite: Eligibility for ENG*101

Goals: The goals of this course are for students to:

1. Enhance their knowledge of the features and capabilities of word processing, spreadsheet, presentation, and database applications.
2. Develop their proficiency in these applications through use of the Microsoft Office software suite.
3. Create a portfolio of projects that demonstrate successful application of the skill with the software applications.
4. Efficiently and accurately produce and process information using computer software applications.

Outcomes: Upon successful completion of the course the student will be able to:

1. Demonstrate proficiency in the use of office productivity knowledge work software (word processing, spreadsheet, presentation, and database software).
2. Integrate multiple office productivity software tools into a comprehensive solution to a typical workplace scenario.
3. Demonstrate proficiency in performing functions common to Microsoft Office applications:
   a. Start and exit an application and utilize sources of online help.
   b. Identify common on-screen elements of Microsoft Office applications, change application settings and manage files within an application.
   c. Perform common editing, proofreading, and formatting functions.
   d. Perform common printing functions.
   e. Insert and edit images and multimedia files within an Office application.
   f. Save documents in different file formats.

4. Demonstrate proficiency in using the word processing application Microsoft Word:
   a. Format text and documents including the ability to use automatic formatting tools.
   b. Insert, edit and format tables in a document.
   c. Identify on-screen formatting information, including breaks, including line, page and section breaks, paragraph markers, indent markers, and tab markers.
   d. Insert graphics and control text wrapping.
   e. Perform basic mail merge functions, using Microsoft Excel as a data source.
5. Demonstrate proficiency in using the spreadsheet application Microsoft Excel:
   a. Modify worksheet data and structure and format data in a worksheet.
   b. Sort data, manipulate data using formulas and functions and add and modify charts in a worksheet.
   c. Create formulas using arithmetical operations.
   d. Determine and use appropriate statistical, logical, lookup, and date functions.
   e. Identify how a table of data is organized in a spreadsheet.
   f. Create charts that are appropriate to visually present various types of data.
6. Demonstrate proficiency in using the presentation application Microsoft PowerPoint:
   a. Create, format, and deliver effective presentations, with and without the use of design templates.
   b. Identify effective design principles used in electronic presentations.
   c. Manage slides within a presentation, such as adding, deleting and rearranging slides.
   d. Assign transitions within and between slides.
   e. Insert graphs, tables, and multimedia resources.
   f. Perform printing functions such as full slides and notes views.
7. Describe the uses of the database application Microsoft Access:
   a. Explain the purposes of a computerized database.
   b. Identify database application functions and operations.
   c. Create basic elements of a database file.