

STANDARDIZED COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER: CSA 105

COURSE TITLE: Introduction to Software Applications

COURSE CATALOG DESCRIPTION:

This course teaches the use of the microcomputer as an office productivity tool. It covers creating and editing word processing documents, spreadsheets, and computerized visual presentations. The Microsoft Office software products Word, Excel, Access, and PowerPoint are taught in depth. Besides instruction in office productivity tools, this course covers file-management using the Microsoft Windows operating system. *Formerly listed as CIS 105, not open to students who have successfully completed CIS 105.*

LECTURE HOURS PER WEEK: 3

CREDIT HOURS: 3

LAB HOURS PER WEEK (if applicable): n/a

PREREQUISITE(S): n/a

Co-REQUISITE(S): ENG 073 or eligibility for ENG 101

SECTION II

A. SCOPE:

This course focuses on general computer usage skills using the Windows environment and introductory creation and editing skills of word processing documents, spreadsheets, and presentations using current Microsoft Office software. The course topics include: Introduction to Computers and Windows – computer components and terminology, mouse and keyboard skills, folder and file skills, and windows navigation skills; Word – skills related to creating documents such as flyers, memos, research papers, and resumes, including text editing, formatting, saving, and printing; Excel – skills related to creating spreadsheets and workbooks, including data entry, formatting, formulas, functions, and charts; and PowerPoint – skills related to creating slide presentations using design templates, formatting, graphics, and animations.

This course fulfills an Embedded Core Competency in the area of Continuing Learning/ Information Literacy (CL)

B. REQUIRED WORK:

Will vary by instructor. Students will be expected to do all required readings, assignments, tests, and quizzes as outlined by their instructor.

C. ATTENDANCE AND PARTICIPATION:

Regular attendance, assignment submission timeliness, promptness and class/lab participation will be expected. Instructors will include specific attendance and participation policies requirements in their class syllabi.

D. METHODS OF INSTRUCTION:

Methods may include any of the following: lecture, lecture/discussion, small group, collaborative learning, experimental/exploration, distance learning, student presentations, computer demonstrations, or use of technologies such as audio-visual materials, computer laboratory equipment, and electronic exam software. Emphasis will be on hands-on computer exercises and problems.

E. OBJECTIVES, OUTCOMES, and ASSESSMENT

Students' grades will be based on achievement of learning the objectives and outcomes listed below as measured by the instructor's methods of assessment:

LEARNING OBJECTIVES	LEARNING OUTCOMES	ASSESSMENT METHODS
To demonstrate an understanding of:	Student will:	As measured by:
Computer components and terminology	a) Identify and utilize examples of various computer components and terminology	Homework/Lab assignments; Written and Oral activities; Practice Projects and Exams using electronic testing software
Foundational skills using the Windows operating system	a) Demonstrate ability to use and manipulate windows in an operating system environment. b) Demonstrate ability to use, manipulate, edit, and navigate through folders and files that are stored in the hierarchical structure of an operating system environment.	Homework/Lab assignments; Practice Projects and Exams using electronic testing software
Foundational skills using word processing software	a) Create, save, open, close, and print documents (CL1) b) Insert, cut, copy, paste, delete, and edit text c) Format documents using fonts, colors, sizes, styles, bullets, numbers, line spacing, alignments, headers, footers, etc. d) Insert, manipulate and edit graphics and tables e) Create appropriate solutions to case study problems using word processing software tools (CL1, CL2, CL3)	Homework/Lab assignments; Written activities; Practice Projects and Exams using electronic testing software
Foundational skills using spreadsheet software	a) Create, save, open, close, and print workbooks and worksheets (CL1) b) Insert, cut, copy, paste, delete, and edit text c) Format spreadsheets using fonts, colors, sizes, column and row spacing, cell alignments, etc. d) Insert, manipulate and edit formulas, functions, charts, and graphics e) Create appropriate solutions to case study problems using spreadsheet software tools (CL1, CL2, CL3)	Homework/Lab assignments; Practice Projects and Exams using electronic testing software

Foundational skills using database software	<ul style="list-style-type: none"> a) Create, save, open, close, and print tables, queries, forms and reports (CL1) b) Insert, cut, copy, paste, delete, edit, and manipulate data c) Format data in tables and queries using design view tools d) Create appropriate solutions to case study problems using database software tools (CL1, CL2, CL3) 	Homework/Lab assignments; Practice Projects and Exams using electronic testing software
Foundational skills using presentation software	<ul style="list-style-type: none"> a) Create, save, open, close, and print presentations (CL1) b) Insert, cut, copy, paste, delete, and edit text and slides c) Format slides using fonts, colors, sizes, templates, designs, etc. d) Insert, manipulate and edit graphics, charts, tables, and animations e) Create appropriate solutions to case study problems using presentation software tools (CL1, CL2, CL3) 	Homework/Lab assignments; Written activities; Practice Projects and Exams using electronic testing software
Effective use of productivity software in a business environment	<ul style="list-style-type: none"> a) Develop a fictional company and design and create files that could be used in a practical business environment including: <ul style="list-style-type: none"> • An advertisement document that includes appropriate information for a target audience • A 3-month budget workbook that includes monthly income and expense documentation and summary calculations • A database of potential customers and contact information • An informational slide show presentation that can be used as an advertisement tool for a targeted audience (CL1, CL2, CL3)	Individual Final Project

Core Competency Assessment Artifact

Assignments from this course that address learning outcomes noted above may be collected to assess student learning across the school.

F. TEXT(S) AND MATERIALS:

An appropriate Microsoft Office and Windows text, such as: *Go! With Microsoft Office: Introductory Concepts and Techniques (current edition)*, Pearson Education

MyITLab Testing Software - A testing software provided by the Pearson Publisher that tests the skills of students by requiring them to perform tasks in simulated software platforms

G. INFORMATION TECHNOLOGY:

This course is an information technology course and will require extensive computer lab time both for teaching and performing assignments. Students will require network accounts with access to the Internet and current versions of Microsoft Windows, Word, Excel, and PowerPoint as well as file storage space.