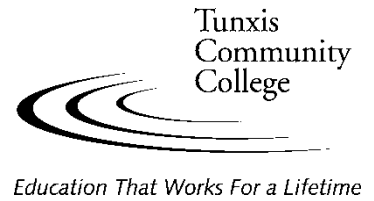


COURSE SYLLABUS



Course Title:	Introduction to Software Applications		Date submitted:	Spring 2014 (AAC: 14-28)	
Department:	Business and Technology				
Curriculum:	Computer Information Systems				
Course Descriptors: Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	Course Code: (eg. ACC 101)	CSA*105	Prerequisites:		
	Course Type:	X	None		
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture N: M: Seminar Internship P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/Clinical/Lab Z: Combined Lecture/Studio				
	Elective Type:	G			
	E: English FA: Fine Arts FL: Foreign Language G: General HI: History HU: Humanities LAS: Liberal Arts & Sciences M: Math S: Science SS: Social Science				
	Credit Hours:	3	Corequisites:		
	Developmental: (yes/no)	No	None		
	Contact Hours:	Lecture:	1		
		Clinical:	0		
		Lab:	0		
Studio:		0			
Other:		2			
	TOTAL:	3	Other Requirements:		
	Class Maximum:	24	None		
	Semesters Offered:	F/S/Su			
Catalog Course Description:	This hands-on introductory course is intended for students interested in learning to use the computer as a productivity tool. Course content includes the fundamentals of Windows XP, Word, PowerPoint, Excel, Access, and the Internet.				
Topical Outline: List course content in outline format.	1. Introduction and Orientation to the Computer Lab 2. Introduction to Windows 3. Using Word 4. Using PowerPoint 5. Using Excel 6. Using Access 7. Using the Internet a. Searching b. Email and email etiquette				
Outcomes: Describe measurable skills or knowledge that	Upon successful completion of this course, the student will be able to do the following:				
	COURSE:				

Introduction to Software Applications COURSE SYLLABUS — page 2

<p>students should be able to demonstrate as evidence that they have mastered the course content.</p>	<ol style="list-style-type: none"> 1. Create a document using Word and its features 2. Create a presentation at least three slides in length using PowerPoint 3. Create a basic spreadsheet using Excel 4. Create a database consisting of a table, form and report using Access 5. Utilize a search engine to locate information 6. Use email as a communication tool <p>PROGRAM: <i>(Numbering reflects Program Outcomes as they appear in the college catalog)</i></p> <p>GENERAL EDUCATION: <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i></p> <p>5. Information Literacy/Continuing Learning - Students will be able to use traditional and digital technology to access, evaluate, and apply information to the needs or questions confronting them throughout their academic, professional, and personal lives.</p> <p style="padding-left: 40px;">Demonstrates: Collects and synthesizes relevant and authoritative information resources appropriate to need and audience and utilizes current technologies to solve problems, complete projects, and make informed decisions.</p> <p style="padding-left: 40px;">Does Not Demonstrate: Does not collect and synthesize relevant and authoritative information resources appropriate to need and audience nor satisfactorily utilize current technologies to solve problems, complete projects, and make informed decisions.</p>
<p>Evaluation: List how the above outcomes will be assessed.</p>	<p>Assessment will be based on the following criteria:</p> <ol style="list-style-type: none"> 1. Hands-on projects in each of the application areas 2. Written examinations to demonstrate an understanding of terminology and skills
<p>Instructional Resources: List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.</p>	<p>Required: Computer lab Desired: None</p>
<p>Textbook(s)</p>	<p>Refer to current academic year printout.</p>