

# COURSE SYLLABUS



Education That Works For a Lifetime

<b>Course Title:</b>	Special Topics: Applications Software Specialist I	<b>Date submitted:</b>	03/25/09 (09-50)	
<b>Department:</b>	Business and Technology			
<b>Curriculum:</b>	Computer Information Systems			
<b>Course Descriptors:</b> Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	<b>Course Code:</b> (eg. ACC 101)	CSA*298	<b>Prerequisites:</b>	
	<b>Course Type:</b>	X	C- or better in ENG*075 Integrated Reading and Writing II or placement into ENG*101 Composition	
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture N: Internship M: Seminar P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/ Clinical/Lab Z: Combined Lecture/Studio	<b>Elective Type:</b>		G
	<b>Elective Type:</b>	G		
	AH: Art History E: English FA: Fine Arts G: General HI: History HU: Humanities LA: Liberal Arts FL: Foreign Language M: Math S: Science SS: Social Science	<b>Credit Hours:</b>	3	<b>Corequisites:</b>
	<b>Developmental:</b> (yes/no)	No	None	
	Lecture/Lab:	1.5		
	Clinical:	0		
	Lab:	1.5		
	Studio	0		
Other:	0			
<b>Contact Hours:</b>	0			
TOTAL:	3	<b>Other Requirements:</b>		
<b>Class Maximum:</b>	22	None		
<b>Semesters Offered:</b>	F/S/Su			
<b>Catalog Course Description:</b>	This course provides information and hands on use of the features and functions of Microsoft Word, Excel and Vista. Upon successful completion of this course students will be prepared to take the Microsoft Certified Application Specialist (MCAS) exam. The MCAS program demonstrates computer literacy, measures proficiency, improves productivity and identifies opportunities for skills enhancement utilizing the most up-to-date and current version of Microsoft Office software. <b>Prerequisite: C- or better in ENG*075 Integrated Reading and Writing II or placement into ENG*101 Composition.</b>			
<b>Topical Outline:</b> List course content in outline format.	1. Windows Vista A. Working and organizing with Files and Folders B. Customizing Windows Explorer C. Working with Multimedia Files D. Searching for Files and Folders E. Personalizing the Windows Vista Workspace F. Managing System Resources and Software G. Managing Vista Environment			

- H. Managing Windows Internet Explorer
- I. Managing Network Connections
- J. Collaborating with others
- K. Customizing computing environment
- 2. Microsoft Office Word 2007
  - A. Word Essentials and Document Basics
  - B. Character, Paragraph and Document Formatting
  - C. Working with Templates
  - D. Managing Text Flow
  - E. Editing Basics
  - F. Creating Tables and Lists
  - G. Adding Pictures, word art and Shapes to Document
  - H. Adding Navigation Tools to Document
  - I. Creating Table of Contents and Index
  - J. Working with Captions
  - K. Adding Citations, source and Bibliography
  - L. Performing Mail Merge
- 3. Microsoft Office Excel 2007
  - A. Creating and Editing a workbook
  - B. Formatting Cells and Ranges
  - C. Worksheet Formatting
  - D. Working with Data
  - E. Using Basic and Advanced Formulas
  - F. Creating Charts
  - G. Adding Pictures to a worksheet
  - H. Securing and Sharing Documents

Upon successful completion of this course, the student will be able to do the following:

**COURSE:**

1. utilize Windows Vista technologies to complete business related tasks, such as managing mobile and remote computing software disks and devices and managing files and folders
2. utilize Microsoft Word to:
  - a. create and format document
  - b. use tables, graphics and mail merge
  - c. use the sharing and securing word content
  - d. work with visual content
  - e. use advance document reviewing techniques
3. utilize Microsoft Excel to:
  - a. create, modify, and save a spreadsheet
  - b. use Formulas and Functions to manipulate data as needed to solve a particular problem
  - c. create charts with advanced formatting features using Auto Format
  - d. use Excel as basic Database functions
  - e. create templates to customize spreadsheets
  - f. use Analytical tools to solve complex business problems
  - g. consolidate worksheets

**PROGRAM:** *(Numbering reflects Program Outcomes as they appear in the college catalog)*

*None.*

**GENERAL EDUCATION:** *(Numbering reflects General Education Outcomes as they appear in the*

**Outcomes:**

Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.

	<p><i>college catalog</i></p> <p><b>[GENERAL EDUCATION:</b></p> <p><b>4. <u>Technological Literacy</u></b> – appropriately and effectively uses technology to accomplish assigned tasks</p>
<p><b>Evaluation:</b> List how the above outcomes will be assessed.</p>	<p><b>Assessment will be based on the following criteria:</b></p> <p>Written examination to demonstrate an understanding of terminology, concepts and skills</p> <p>Completion of lab exercises</p>
<p><b>Instructional Resources:</b></p> <p>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><b>Required: Computer Lab</b></p> <p><b>Desired: None</b></p>
<p><b>Textbook(s)</b></p>	<p>Three text books published by Wiley are:</p> <ol style="list-style-type: none"> <li>1. Windows Vista (Exam # 77-600)</li> <li>2. Microsoft Word 2007 (Exam # 70-601)</li> <li>3. Microsoft Office Excel 2007 (Exam # 77-602)</li> </ol>