Course Name: Introduction to Software Applications

Course Number: CSA* E105

Credits: 3

Catalog description: Provides an introduction to using the computer as a productivity tool. Students will use application software for word processing, spreadsheets and presentations. An introduction to file management using the Windows operating system will also be covered.

Substantial lab time is required in the computer lab.

The textbook and an on-line supplemental access code (bundle) are required.

Prerequisite: ENG*E092

 or

Corequisite or Parallel: ENG*E092

General Education Competencies Satisfied:

HCC General Education Requirement Designated Competency Attribute Code(s):

None

Additional CSCU General Education Requirements for CSCU Transfer Degree Programs:

None

Embedded Competency(ies):

CONX   **Continuing Learning & Information Literacy (Outcomes ☒ 1 ☒ 2 ☒ 3 ☒4)**

Discipline-Specific Attribute Code(s):

☒ **C**   **Computer Literacy (satisfies requirement)**
☒ **COMP**   **Computer Science Elective**

Course objectives:

General Education Goals and Outcomes:

This Elective Code "C" course will teach students to meet the following computer literacy competencies adapted from digitalliteracy.gov:

1. The ability to use a computer or mobile device, including use of a mouse, keyboard, icons, and folders

2. The ability to use software and applications as tools of communication, including proficiency in at least four of the following software types: word processing, spreadsheet software, presentation software, the Internet, and email

Embedded Continuing Learning & Information Literacy: 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.

1. ☒ Demonstrate competency in using current, relevant technologies to solve problems, complete projects, and make informed decisions.
2. ☒ Access, navigate, identify and evaluate information that is appropriate for their need(s) and audience(s).
3. ☒ Synthesize information to broaden the knowledge base and produce both independent and collaborative work.
4. ☒ Evaluate the economic, legal, ethical, and social issues surrounding the access and use of information and relevant technologies.

Course Specific Objectives:

To introduce you, the student, to the personal computer and to familiarize you and make you an active participant with major components of the PC. You will first become familiar with file management and reasons for using the Windows operating system. You will then become acquainted with spreadsheet, word processing and presentation software using Microsoft Office applications. This course is designed to help you gain confidence and achieve a certain comfort level when using a personal computer. You will learn the introductory functions of each of these software packages.

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

1. Know the fundamentals of the Windows operating system
2. Understand the basics of file management
3. Understand and use the major functions of search engines and email
4. Use a word processor to create, edit, format, and print a document
5. Use a spreadsheet program to create quantitative models
6. Develop "slide show" presentations with transitions and animation

Course Content:

1. The Windows operating system
2. Using search engines for research
3. Using email features
4. Microsoft Word
   a. Beginning and editing a document
   b. Customizing Word
   c. Using features that improve readability
   d. Modifying document properties
   e. Applying font attributes
   f. Formatting paragraphs and documents
   g. Applying styles
5. Microsoft Excel
   a. Introduction to spreadsheets
   b. Mathematics and formulas
   c. Workbook and worksheet management
   d. Formatting
   e. Page setup and printing
   f. Formula and function basics
   g. Logical, lookup, and financial functions
   h. Range names
6. Microsoft PowerPoint
   a. Introduction to PowerPoint
   b. Presentation creation
   c. Presentation enhancement
   d. Navigation and printing
   e. Templates

    f.   Outlines

    g.   Data imports

    h.   Design

Date Course Created: Fall 2015

Date of Last Revision: 04/03/2017