I. Description of Course:

1. Department/Course: CAOT - 101A
2. Title: Computer Applications I
3. Cross Reference: Computer Applications CS - 101L
4. Units: 2
   Lec Hrs: 1.5
   Lab Hrs: 1.5
   Tot Hrs: 54.00
5. Repeatability: Yes Times: 1
6. Grade Options: Letter Grade, May Petition for Pass/No Pass (GP)

7. Degree/Applicability:
   Credit, Degree Applicable, Transferable - CSU (T)
8. General Education:
9. Field Trips: Not Required
10. Requisites:
    Advisory
    CS 101 Introduction to Computers and Information Technology

12. Catalog Description:
    This course is the first in a three part series covering topics which include how to use word documents, spreadsheets, database management programs, presentation graphics, and how to effectively use personal information manager programs. Students will also learn how to integrate program components.

13. Class Schedule Description:
    Learn word documents, spreadsheets, database programs, presentation graphics, and program information manager software.

14. Counselor Information:
    Students will benefit from hands-on applications involving word documents, spreadsheets, database programs, presentation graphics, information management and integration applications in a Windows environment. This course meets the requirements of the Microsoft Certified Application Specialist exams for Microsoft Office Word, Access, Excel, and PowerPoint when used in conjunction with the Shelly Cashman Series Advanced Concepts and Post Advanced Techniques books.

II. Student Learning Outcomes

The student will:

1. Create and Edit MS Word documents.
2. Create worksheets and charts using MS Excel.
3. Create and query databases using MS Access.
4. Create presentation and slide shows using MS PowerPoint.
5. Create schedule and appointment lists using MS Outlook.
6. Integrate the Office Suite applications.

III. Course Outline:
A. An Introduction to the WINDOWS Environment

B. MICROSOFT WORD, Lecture and LAB exercises.
   2. Creating a Research Paper. (LAB-editing an MLA paper and citations).
   3. Creating a Cover Letter and a Resume. (LAB-compiling and editing a template resume, functional and chronological).

C. MICROSOFT EXCEL, Lecture and LAB exercises.
   1. Creating a Worksheet and an Embedded Chart. (LAB-Creating a worksheet with a column chart and pie chart based on various input data).
   2. Formulas, Functions, Formatting, and Web Queries. (LAB-manipulating data on a worksheet).
   3. What-If Analysis, Charting, and Working with Large Worksheets. (LAB-formating and editing financial worksheets to create graphs).

D. MICROSOFT ACCESS, Lecture and LAB exercises.
   1. Creating and Using a Database. (LAB-Creating a database profile from scratch).
   2. Querying a Database. (LAB-Manipulating "table" data and creating queries in the database created in action item 1.)
   3. Lecture then LAB exercise Maintaining a Database. (LAB-editing and formatting and creating reports for the database).

E. MICROSOFT POWERPOINT, Lecture and LAB exercises
   1. Creating and Editing a Presentation. (LAB-creating that first presentation using 5 slides).
   2. Creating a Presentation with Illustrations and Shapes. (LAB- editing and building on the 5 basic slide by adding graphics and autoshapes).

F. MICROSOFT OUTLOOK, Lecture and LAB exercises
   1. Managing E-Mail and Contacts within Outlook. (LAB-opening mail client and adding contacts).

G. OFFICE INTEGRATION, Lecture and LAB exercises.

IV. Course Assignments:
   A. Reading Assignments
      1. Readings from Textbook.
   B. Projects, Activities, and other Assignments
   C. Writing Assignments

V. Methods of Evaluation:
A. Interactive Course Management System quizzes
B. Interactive LAB work online via Course Management Tool
C. Compilation of portfolio of Business Documents showing all components of the Microsoft Office Suite.

VI. Methods of Instruction:
   A. Lecture
   B. Laboratory
   C. Discussion
   D. Computer Assisted Instruction
   E. Collaborative Learning
   F. Distance Learning

VII. Textbooks:
   Recommended

   Supplemental

VIII. Supplies:
   A. USB flashdrive 2GB for storage device.

   CID 3691