COURSE DESCRIPTION:

This course is a survey of software currently used in home and work environments. Emphasis is on proficiency in using the basic functions in word processing, spreadsheets, database, presentations, Internet, and Microsoft Windows. Prerequisites are CT 100 (Introduction to Computer Literacy) or equivalent skills.

COURSE OUTCOMES:

Upon satisfactory completion of this course, the student will demonstrate the following competencies:

1. Describe the general function of the major categories of computer software.

2. Identify applications for database software and use those applications for the creation of database business applications.

3. Describe the function and purpose of word processing software.

4. Identify applications for word processing software and use those applications for the creation and editing of business applications.

5. Describe the function and purpose of electronic spreadsheet software.

6. Identify applications for spreadsheet software and use those applications for the creation and editing of business applications related to spreadsheets.

7. Utilize spreadsheet software to create graphics to present business applications.

8. Identify applications for presentation software and use those applications for the creation and editing of presentation documents.

9. Utilize presentation software to create business presentations.

10. Identify applications for web search software.

11. Problem solve business applications using web search software.
12. Identify applications for publishing and graphic software and use those applications to create publications, web page, and related documents.

13. Identify and use communication software in a business setting.

14. Complete an integrated project in a problem solving approach using major business related computer software packages.

STUDENT RESPONSIBILITIES:

In order to achieve the objectives for this course, students will be required to accomplish the following tasks:

- Attend all class sessions.
- Complete selected tutorials and hands-on exercises in a timely manner.
- Be prepared to discuss the topic of discussion in class.
- Complete comprehensive assignments utilizing specified software applicable to task.
- Secure instructor evaluation of tasks prior to placing completed task in portfolio.

COURSE REQUIREMENTS:

Students will be required to attend class on a daily basis and are expected to complete all required tasks and tests in a timely manner. Students are responsible for having completed tasks/tests evaluated and points awarded and recorded as the quarter progresses. Final checklist for each major section (word processing, spreadsheets, databases, etc.) will be due at the completion of each section. Cutoff dates for each section will be identified on assignment sheets available to students on the class website. Unevaluated tasks/tests will not be accepted after this time.

GRADING:

Grades will be assigned as listed below based on the percentage of total points earned divided by the total number of possible points.

A = 93 - 100%
A- = 90 - 92%
B+ = 87 - 89%
B = 83 - 86%
B- = 80 - 82%
C+ = 77 - 79%
C = 73 - 76%
C- = 70 - 72%
D+ = 67 - 69%
D = 60 - 66%
F = Below 60%