

CGS 1570 Computer Applications 1

Credits:3 credits

Text book, title, author, and yearGO! With Microsoft Office 2010 Vol.1 by Shelley Gaskin, Robert L. Ferrett, Alicia Vargas, and Carolyn McLellan, published by Pearson Prentice Hall, 2011. [The book is sold as part of the bundle at the bookstore that contain also a license for MyITLab and a trial license for Microsoft Office 2010. You may buy a used book or electronic version of the book but you are responsible for also buying the required licenses.]MyITLab Training and Assessment Software, by Pearson Prentice Hall Microsoft Office 2010

Reference materialsAdditional videos illustrating each chapter and how to transition from Microsoft Office 2007 to 2010 are available for viewing

Specific course information:

Catalog descriptionA distance learning course for nonbusiness, nonengineering and noncomputer science majors that covers technology concepts and mastering the use of important computer applications, including word processing, spreadsheets, presentation and database applications.

PrerequisitesNo prerequisites. No corequisites. This is a service course that serves as a lower division elective for any major.

Specific goals for the course

- x Understand the underlying functionality of different types of computer applications, and examples of the computer as a useful tool.
- x Understand when and how to use word processing computer applications to an intermediate level to create common business and personal documents.
- x Understand when and how to use spreadsheet computer applications to an intermediate level to organize and calculate accounting type information.
- x Understand when and how to use presentation computer applications to an intermediate level to organize large amounts of information in a useful manner to develop slides to accompany an oral presentation.
- x Understand when and how to use database computer applications to an intermediate level to organize large amounts of information in a useful manner.

Master how to integrate word processing, spreadsheet, presentation, and database computer applications to generate complex documents, presentations and reports.

Brief list of topics to be covered:

1. Word Processing (using Microsoft Word 2010)

Create, format and modify documents containing graphics

- x Create new document and insert text, set and modify tab stops
- x Insert and format graphics and SmartArt Graphics, text boxes and shapes

- x Preview and print documents
 - x Change document, paragraph, lists and text layout,
- Create, and format documents using tables and templates
- x Create and format tables
 - x Create a resume using a Word table
 - x Use template to create a cover letter and resume
 - x Use the proofing options

Create a research papers, newsletters and mails

- x Create a research paper that includes footnotes and a bibliography
- x Create a multiple-column newsletter using special character and paragraph formatting
- x Create mailing labels using mail merge

2. Spreadsheets (using Microsoft Excel 2010)

Create and modify spreadsheets and use to calculate values

- x Create a sales report with embedded charts and highlights
- x Create, save and navigate a workbook, create and enter data in a cell and by range in a worksheet
- x Construct formulas for mathematical operations, copy formulas, use functions,
- x Format cells with merge, alignment and cell styles
- x Chart data to create a column chart and insert sparklines
- x Check spelling, print, and display formulas
- x Format a worksheet

Use functions, create tables, and manage large workbooks