

CS 1103: INTRODUCTION TO COMPUTERS AND APPLICATIONS
COURSE SYLLABUS

Course Description: Introduction to Computers and Applications will introduce the students to basic computer hardware and processing concepts using Windows based applications. The course will include a basic computer literacy and Windows unit, a unit on Internet using Internet Explorer 7, a word processing unit using Microsoft Word 2007, a spreadsheet unit using Microsoft Excel 2007, a database unit using Microsoft Access 2007, and a presentation software unit using PowerPoint 2007. The software used in this course is **Microsoft Office 2007 Professional**.

Course Competencies:

1. Students who successfully complete the course will be able to:
 - Use Windows Vista to organize the desktop; use the Taskbar, Menus, Dialog Boxes, and Toolbars; Windows Explorer 7 and Launch Applications.
2. Use Internet Explorer to search the World Wide Web, use email, download and print graphics, and create a
3. basic web page.
4. Build a simple web site using Microsoft Office 2007.
5. Use Microsoft Word to create, retrieve and modify documents at an introductory level.
6. Use Microsoft Excel to create, retrieve, modify and print spreadsheets and graphs at an introductory level,
7. including formulas and functions.
8. Use Microsoft Access to construct and search a simple database.
9. Use Microsoft PowerPoint to create a computer slide show.

Course Objectives:

1. Teach the fundamentals of computers and computer nomenclature, particularly with respect to personal computer hardware and software, and the World Wide Web
2. Give students an in-depth understanding of why computers are essential components in business and society in general
3. Investigate the Windows VISTA Operating System
4. Create, save and manage files in Windows VISTA
5. Introduce Microsoft Office 2007
6. Create a document in Word 2007
7. Edit and format a document in Word 2007
8. Introduce Internet Explorer 7
9. Web research techniques and search engines
10. Use Excel 2007 to manage financial data
11. Work with formulas and functions in Excel 2007
12. Develop a professional-looking worksheet
13. Introduce Microsoft Access 2007
14. Create and maintain a database
15. Query a database
16. Create a PowerPoint 2007 presentation

Note: This sample syllabus is being provided in order to give general knowledge of the subject and should not be considered the sole outline of the course. Class format, assignments, and due dates may vary by professor.

