Course Number	CS 105	Course Title	Introduction to Application Software
Semester Hours	3	Course Coordinator SP20	Chun-Hsi Huang
Catalog Description	This course is designed to provide a detailed exposure to various computer applications software including word processing, database management, spreadsheet, presentation, Web design software, and programming concepts. The course is designed to help students to better use the computer as a tool in their own fields and to help prepare students for Microsoft Office Specialist Certification examinations.		

Textbooks

Go! With Microsoft Office Web 2.0 (ISBN: 9780132573108) Package contains following two textbooks:

1) Gaskin, S. (2011). *Go! With Microsoft Office 2010, Volume 1*. Prentice Hall. ISBN: 9780132454469.
2) Evans, A. D. (2010). *Introduction to WEB 2.0*. Prentice Hall. ISBN: 9780132840156.

References

Course Learning Outcomes

- Students will be able to discuss various computer hardware and software applications in different fields of study.
- Students will be able to discuss different hardware and software platforms with regards to the operating systems.
- Students will be able to utilize various common and sophisticated functionality of Microsoft Word including mail merge, table of content, and macro development.
- Students will be able to utilize various functionality of Microsoft Excel including development of amortization table, charting and graphing data, and simple statistical functions.
- Students will be able to utilize various functionality of Microsoft Access including development of forms, reports, and queries.
- Students will be able to develop simple web pages using application tools.
- Students will be able to explain various memories and storage devices, including random access, read only memory, secondary storage, and unit of measurement for memory and storage.

Assessment of the Contribution to Student Outcomes

Outcome →	1	2	3	4	5	6
Assessed →						

| **Prerequisites by Topic** |
| No Prerequisite. |

| **Major Topics Covered in the Course** |

1. Introduction to Windows Operating environment
    - Windows interface: customizing the desktop
    - Windows explorer: disk management functions, file management functions
    - Text and graphics tools
    - Explorer and outlook
    - Email and attachments
2. Essential computing concepts: input, processing, output, storage
3. Introduction to word processing
    - Creating and editing text: text and document formatting
    - Word art and graphics
    - Merging documents: mail merge, envelop addressing
    - Printing and printing options
    - Using web features
4. Introduction to spread sheet
    - Designing and creating a worksheet
    - Using formulas and functions
    - Absolute and relative reference
    - Creating and editing macros
    - Creating and editing charts
    - Optimization and goal seeking
    - Adding graphics to a worksheet and charts
    - Linking and embedding: printing and printing options, using web features
5. Introduction to database management
    - Planning and creating a database
    - Creating database objects
    - Creating a table using wizard
    - Creating a table by importing data
    - Manipulating a table
    - Relating multiple tables
    - Creating and modifying queries
    - Creating queries using SQL
    - Creating and modifying forms
    - Creating and modifying report: sorting and grouping, calculated control
    - Importing and exporting data
    - Printing and printing options
6. Introduction to presentation software
    - Creating and editing a presentation
    - Using master slide and templates
    - Transitions and effects
    - Presentations as web pages
    - Presentations as web pages
    - Creating a web page using HTML
    - Web development tools: Microsoft front page
7. Introduction to HTML and World Wide Web
8. Introduction to Outlook