<table>
<thead>
<tr>
<th>Dept Number</th>
<th>CS 105</th>
<th>Course Title</th>
<th>Introduction to Application Software</th>
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<tbody>
<tr>
<td>Semester Hours</td>
<td>3</td>
<td>Course Coordinator</td>
<td>Namdar Mogharreban</td>
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<tr>
<td>Catalog Description</td>
<td>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.</td>
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<tr>
<td>Textbooks</td>
<td>Go! With Microsoft Office Web 2.0 (ISBN: 9780132573108) Package contains following two textbooks:</td>
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<td>References</td>
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| 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 Program Outcomes | Outcome 1 2 3 4 5 6 7 8 9 10  
Assessed  

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