

Computer Software Applications

VALIDATION OF COMPETENCIES

- Essentials of Microsoft (MS) Windows
- Basics of the Internet
- Intro to MS Office Word 2003

- Intro to MS Office Excel 2003
- Essentials of MS Office PowerPoint 2003
- Essentials of MS Access 2003

- Integration of MS Office 2003 - Level 1
- Integration of MS Office 2003 - Level 2
- Advanced MS Office Suite (all programs)

**** Essentials of MS Windows**

- Become acquainted with components of hardware & different types of software
- Learn common features of Windows & basic editing techniques such as selection of text, cut, copy, delete, etc.
- Concepts of storage & saving/open files to/from different drives such as floppy, CD ROM, hard drive, etc.
- Explore Windows options, utilities, and applets such as Paint, WordPad & some advanced Windows features

**** Basics of the Internet**

- Brief history of the Internet & define Internet services
- Searching with Internet search engines
- Webmail basics – send/receive messages, file attachment, create/manage email folders
- Download files, security connections, print web pages
- Online commerce, online banking, online job ads, etc.
- Concepts of online auction and “terms to know”

*** Introduction to MS Office Word 2003**

- Basic components MS Word window & toolbars
- Basic functions of MS Word – save, open, print, etc.
- Editing techniques – select techniques, spell check & more
- Create & edit letters, memos, reports in different styles
- Create flyers using WordArt, Clip Art, AutoShapes, etc.
- Understand concepts of Table, Line/Paragraph spacing & Tab Stop setting (applied to create some simple resumes)
- Create personalized letterhead & envelopes

*** Introduction to MS Office Excel 2003**

- Get started & learn basic parts of workbook/worksheet
- Data entries & editing techniques; format cells & numbers
- Basic functions – Save, Save As, Open, View, Print, etc.
- Formulas and basic financial functions
- Insert/delete column(s) and row(s)
- Create & modify charts – Line, Pie, Bar, Column
- Modifying large worksheet – page break, Print Preview & page number displayed in header/footer area

*** Essentials of MS Office PowerPoint 2003**

- Creating a Presentation using Design Templates & AutoContent Wizard
- Saving presentations in multiple formats
- Design & modify presentations by using editing tools and task panes including Slide Layout, Clip Arts, Transition, etc.
- Managing Clip Art, Drawing Objects, & presentation tools
- Working with charts, tables, and Office Applications
- Integrating objects of MS Word & Excel into PowerPoint

***** Essentials of MS Office Access 2003**

- Understanding database design, table structure, and saving database objects
- Changing table structures & validation rules – modifying & maintaining tables
- Working with AutoForms, simple Queries, Reports
- Working with table relationships & complex queries
- Customizing forms, sub-forms & using advanced controls
- Importing data & customize reports,
- Using switchboards, macros, and command buttons

***** Integration of MS Office 2003 Programs – Level 1**

- Complete all 8-week class work required for “Intro to MS Word 2003”
- Complete all 8-week class work required for “Intro to MS Excel 2003”
- Complete at least first 3 lessons of textbook of “Essentials of MS PowerPoint”
- Complete 2 projects of integration provided by the teacher (these projects are accessible via the Internet at the assigned time)
- Student presents his/her complete class work by using MS PowerPoint program

***** Integration of MS Office 2003 Programs – Level 2**

- Complete all class work required for “Integration of Level 1”
- Complete some lesson of MS Access 2003
- Advanced MS Word features – create and edit mail merge primary/main documents, edit data sources created in different formats (Word, Excel, Access)
- Customize “Student Personal and/or Job Portfolio”
- Use MS PowerPoint program to present student’s completed class works

***** Advanced Microsoft Office Suite 2003 (Self-taught format)**

- Student has successfully completed ALL assignments for introductory and intermediate levels as prerequisites
- Student has completed additional assignments correspondent with student’s learning program such as MS Word or MS Excel
 - MS Word: Advanced Table techniques, newspaper style columns, research paper with footnotes & endnotes, employee policy manual with table of contents & index, and macros & forms, with Visual Basic for Applications
 - MS Excel: Complex & sophisticated financial functions, Lookup functions, custom templates, and auditing tools

* These subjects are weekly lectured on specific days during Spring and Fall semesters

** These learning subjects are most likely lectured during Summer session, and are self-taught during Spring and Fall semesters

*** These subjects are most likely provided as individual tutoring