Course Syllabus

Department: Computing Sciences

Date: 4/17/2012

I. Course Prefix and Number: CSC 105
   Course Name: Core Word, Core Excel, PowerPoint
   Credit Hours and Contact Hours: 3 credit hours and 3 contact hours

Catalog Description Including Pre- and Co-Requisites:
This course is the on-line version of CSC 134, 135, 136 (Core Word, Core Excel and PowerPoint). This course is designed to teach the student core skills in MS Word, core skill in MS Excel and MS PowerPoint, which are MS Office applications. The course will include topics appropriate to prepare the student to take the MOS (Microsoft Specialist) certification test upon completion. This course is offered on-line only and is considered an introductory course; however, familiarity with Windows including Win file management is highly recommended before taking this course.

Relationship to Academic Programs and Curriculum
This course can be used to complete the computer literacy requirement in many majors at FLCC. It is not recommended for any of the computing sciences majors.

II. Course Outcomes and Objectives

Learning Outcomes
Upon completion of the course the participant will be able to:
   • Work with text and cells
   • Work with paragraphs
   • Work with documents
   • Manage files
   • Use tables
   • Work with pictures and charts
   • Format worksheets
   • Page setup and printing
   • Work with worksheets and workbooks
   • Work with formulas and functions
   • Use charts and objects
   • Create, modify and customize a presentation
   • Work with visual elements
   • Create output
   • Deliver a presentation

Competencies Addressed in this Course:
☐ writing       ☐ ethics/values
☐ oral communications ☐ citizenship
☐ reading       ☐ global concerns
☐ mathematics ☐ information resources
☒ critical thinking
☒ computer literacy
III. **Assessment Measures** (Summarize how the college and student learning outcomes will be assessed):

Student learning outcomes will be assessed through a variety of activities that emphasize problem solving using the computer including the following:

1. On-line administered examinations after every significant part of the course will assess all learning outcomes checked above. Exams will be made up of a variety of question in a variety of formats.

2. Hands-on projects that assess the learning outcomes listed above. Students will develop skills in gathering and evaluating information resources both from the textbook and the web. Practice critical thinking exercises (problem solving) will also assess student learning, as they relate to the use of technology. Students will learn to use the appropriate application for each task, in a professional manner.

3. A cumulative final exam (multiple choice questions and hands-on activities) that assess all topics covered, will be given to all students in all sections for computer literacy FLCC assessment.

IV. **Instructional Materials and Methods:**

**Types of Course Materials**
- Textbooks: appropriate text on a state-of-the-art office suite
- Online testing environment access

**Methods of Instruction**
- 1. Lecture
- 2. Discussions
- 3. Demonstrations
- 4. Guided student laboratory exercises on computers
- 5. Integrated projects

V. **General Outline of Topics Covered**
- Work with text and cells
- Work with paragraphs
- Work with documents
- Manage files
- Use tables
- Work with pictures and charts
- Format worksheets
- Page setup and printing
- Work with worksheets and workbooks
- Work with formulas and functions
- Use charts and objects
- Create, modify and customize a presentation
- Work with visual elements
- Create output
- Deliver a presentation