General Information

Date
June 28th, 2018

Author
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Department
Computing Sciences

Course Prefix
CSC

Course Number
105

Course Title
Core Word, Core Excel, PowerPoint

Course Information

Credit Hours
3

Lecture Contact Hours
3

Lab Contact Hours
0

Other Contact Hours
0

Catalog Description
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.

Key Assessment
This course does not contain a Key Assessment for any programs

Prerequisites
Co-requisites
None

Grading Scheme
Letter

First Year Experience/Capstone Designation

This course DOES NOT satisfy the outcomes applicable for status as a FYE or Capstone.

SUNY General Education

This course is designated as satisfying a requirement in the following SUNY Gen Ed category
None

FLCC Values

Institutional Learning Outcomes Addressed by the Course
None

Course Learning Outcomes

1. Work with text and cells
2. Work with paragraphs
3. Work with documents
4. Manage files
5. Use tables
6. Work with pictures and charts
7. Format worksheets
8. Page setup and printing
9. Work with worksheets and workbooks
10. Work with formulas and functions
11. Use charts and objects
12. Create, modify and customize a presentation

13. Work with visual elements

14. Create output

15. Deliver a presentation

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