



Syllabus

CSC 105 Core Word, Core Excel, PowerPoint

General Information

Date

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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

None

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

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