

CGS 1571 Computer Applications 2

Credits: 3 credits

Text book, title, author, and year: **GO! With Microsoft Office 2010 Vol. 2** by Shelley Gaskin, Robert L. Ferrett, Alicia Vargas, and Carolyn McLellan, published by Pearson Prentice Hall, 2011. [The book is sold as part of the bundle at the bookstore that contains a license for MyITLab and a trial license for Microsoft Office 2010. You may buy a used book or electronic version of the book but you are responsible for also buying the required licenses.] **MyITLab Training and Assessment Software**, by Pearson Prentice Hall. **Microsoft Office 2010**

Reference materials: Additional videos illustrating each chapter and how to transition from Microsoft Office 2007 to 2010 are available for viewing

Specific course information:

Catalog description: A distance learning course for non-business, non-engineering and non-computer science majors that covers technology concepts and mastering the use of important computer applications, including word processing, spreadsheets, presentation and database applications.

Prerequisites: No prerequisites. No corequisites. This is a service course that serves as a lower division elective for any major.

Specific goals for the course:

- Understand the underlying functionality of different types of computer applications, and examples of the computer as a useful tool.
- Understand when and how to use word processing computer applications to an intermediate level to create common business and personal documents.
- Understand when and how to use spreadsheet computer applications to an intermediate level to organize and calculate accounting-type information.
- Understand when and how to use presentation computer applications to an intermediate level to organize large amounts of information in a useful manner to develop slides to accompany an oral presentation.
- Understand when and how to use database computer applications to an intermediate level to organize large amounts of information in a useful manner.

Master how to integrate word processing, spreadsheet, presentation, and database computer

- Preview and print documents
- Change document, paragraph, lists and text layout,