APPLICATIONS FOR IT I
IS 105

COURSE LEARNING OUTCOMES (CLOs)
1. Students survey diverse applications related to Information Technology
2. Students analyze and evaluate specific Information Technology related software and applications.
3. Students develop and maintain documentation of applications research, installation, configuration, hardware and software requirements.
4. Students create and manipulate graphic file formats.
5. Students evaluate online learning management systems.

COURSE OUTLINE

I. File Management
 A. Organize files and folders
 B. Archive and backup files

II. Word Processing
 A. Change font face, size, and emphasis
 B. Check spelling and grammar
 C. Set margins and indents
 D. Align text
 E. Find and replace text
 F. Create bullet and numbered lists
 G. Insert special symbols
 H. Insert headers and footers
 I. Set tabs
 J. Create and format tables
 K. Insert and format text boxes
 L. Work with pre-built styles

III. Spreadsheets
 A. Enter and format data spreadsheet data
 B. Create spreadsheet formulas
 C. Insert mathematical and financial functions
 D. Work with absolute cell references
 E. Create charts from spreadsheet data

IV. Presentations
 A. Create effective presentations

V. Databases
 A. Create database tables

B. Establish relationships between tables
C. Populate database tables with data
D. Create database forms
E. Create database queries
F. Create database reports
G. Create custom database interfaces

VI. Collaboration Applications
A. Attach files to e-mail
B. Share files using Office Live
C. Use instant messaging to work with others
D. Create online, shareable calendars

VII. Data Management
A. Import data from other applications
B. Copy, collect, and paste text and objects within and between applications
C. Work with tabular data
D. Edit common text files (txt, .config, .bat, .csv, .html)
E. Create documents and envelopes using mail merge
F. Prepare data for databases

VIII. Graphics
A. Insert and format pictures from files
B. Insert and format clip art
C. Crop graphics
D. Resize graphics
E. Resample graphics
F. Adjust levels
G. Apply picture styles and effects
H. Create diagrams
I. Capture screens using operating system tools
J. Layer and group objects to create new graphics

IX. Online Learning Management Systems
A. Logon and navigate an LMS
B. Complete online assessments provided by an LMS
C. Submit files using an LMS

X. Installation and Configuration of Application Software
A. Install and configure Microsoft Office Software
B. Download, install, and configure open source application software