**Course Content and Outcomes Guide for CAOP**

**Course Description**

Introduce the basic feature of Microsoft office, Windows basic, and file management. Develops familiarity with Word, Excel, Access, PowerPoint, email, and internet basic.

**Intended Outcomes for the course**

Upon complication of the course student will be able to:

1. Recognize when to use each of the Microsoft Office program to create professional and academic document.
2. Use Microsoft Office program to create person, academic and business document following current professional and/or industry standards.
3. Apply skills and concept for basic use of computer hardware, software, network, and the internet in the workplace and in future coursework as identify by the internationally accepted internet and Computing Core.

**Outcome Assessment Strategies**

A letter grade will be issued for this course. Assessment tasks will include:

1. Performance tests
2. Objective tests

May include:

1. Projects
2. Additional assignments
3. Presentations

**Course Content (Themes, Concepts, Issues and Skills)**

Terminology and Vocabulary

1. Parts of computer system
2. Software: Application and Operating system

Windows Concepts

Windows navigation

Multi-task applications

File-management (reinforce and emphasize throughout the length of the course)

Basic Word Processing Concepts

Basic Presentations Concepts

Basic Internet Skills

1. Browsers
2. Searching

Basic Communication Skills

1. Email
2. Attachment
3. Overview

Use the mouse to;

1. Navigation Windows and application
2. Open, close and work between application
3. Access “short-cut menu” using right-mouse button

Develop skill in basic file management throughout the course including:

1. Moving /copying / renaming / deleting files
2. Creating /renaming / deleting folders

Explore Windows Accessories

Customize the Desktop and start menu

Word Processing Skills

1. Creating and edit one page Word documents
2. Copy/Move/Paste text
3. Create and edit a multi-page Word document
4. Format and enhance Word documents
5. Insert Clipart

Internet Skills

1. Identify and use Internet browser features
2. Use Search tools
3. Understand internet Ethics

Communication Skills

1. Send and receive email
2. Send and open email attachments

Spreadsheet Skills

1. Create and edit basic Excel spreadsheets
2. Format and enhance spreadsheets
3. Use Auto Sum and create basic formulas
4. Creating basic charts

Database Skills

1. Create and Edit a database
2. Format and enhance a database
3. Create Quires
4. Sort and filter a database
5. Create and print Reports

Presentation Skills

1. Create and edit basics PowerPoint presentations
2. Use template, color schemes, animation, slide transition
3. Insert images including digital pictures