

CHAMINADE UNIVERSITY  
of  
Honolulu

COURSE: Computer Software Applications

Instructor: Steven H. Ray

Course Location: Education Center, Fort Shafter

Required Text: Microsoft Office, Projects for Windows (Benjamin- Cummings)

1 Course Description: This is an introductory course which emphasizes the use of the Microsoft application programs including MicrosoftWord, Microsoft Excel, MicroSoft Powerpoint, and Microsoft E-mail).

2. Prerequisite: None

3. Course Objectives: The objective of this course is to acquaint the student with the use of the application programs contained in the Microsoft office suite.

4. Assignments and attendance: All students are responsible for arriving to class on time as well as completing all assignments. Class participation and attendance are factors when calculating the final grade. It is highly recommended for students to attend all class sessions.

5. Schedule:

Week 1 Part 1, Introduction and Windows 3.1

Week 2 Part 2, Microsoft Word 6  
Overview and Projects I thru 3

Week 3 Part 2, Microsoft Word 6  
Projects 4 and 5

Week 4, Part 3, Microsoft Excel 5  
Overview and Project I

Week 5, Quiz 1 and Part 3, Microsoft Excel  
Project 2

Week 6, Part 4, Integrated Project  
and Part 5, Overview of Microsoft Access

Week 7, Part 5, Designing, Creating, and Modifying a database

Week 8, Microsoft Powerpoint 4  
Overview and Project 1