

College of Micronesia-FSM  
P. O. Box 159  
Kolonia, Pohnpei FM 96941

Course Outline Cover Page

Computer Applications for Secretaries  
Course Title

CA 101s  
Department and Numbers

**Course Description:**

Builds on an **understanding** of computer **fundamentals**, emphasizing the use of electronic spreadsheet in business, using Microsoft Excel topics such as building worksheets, doing math with formulas and functions, formatting and printing worksheets, charting data, speeding up work with macros and templates, and working with multiple worksheets. Continued emphasis is given to the development of typing power so that students may attain a minimum speed of 45 correct words a minute with error tolerance of 1 error per minute on a 5-minute timed writing. This course includes 16 hours **keyboarding**.

Course Prepared by: Fe Pulmano/Phyllis Silbanuz

State: Pohnpei Campus

	Hours per Week	No. of Week	Total Hours	Semester Credits
Lecture	4	x	16	$\frac{64}{16} = 4$
Laboratory	x	x	x	=
<b>Workshop</b>	<b>x</b>	<b>x</b>	<b>x</b>	=

Total Semester Credits 4

**Purpose of Course:**

Degree Requirement  
Degree Elective  
Certificate  
Remedial

**Prerequisite course:** CA 100s

Other

Signature **Chairperson,** \_\_\_\_\_  
Signature, President, COM-FSM

Date **approved** by Committee: 4/23/01  
Date Approved by President \_\_\_\_\_

**College of Micronesia-FSM**  
**CAS 101 Computer Applications I**  
**Course Outline**

**A. General Objectives:**

To build on the understanding of fundamentals in computer literacy, students will comprehend the Microsoft Office Professional. Electronic Spreadsheet and Presentation will be covered. Electronic Spreadsheet and Presentation will provide students with comprehensive understanding of computer usage in personal and professional life.

Improve skill in speed building and control and maintain the minimum speed of 45 words a minute with error tolerance of 1 error per minute on a 5-minute writing.

**B. Specific Objectives-**

The students will be able to-

1. Plan a worksheet, start Excel, enter labels and **numbers**, save a **workbook**, rename and print an Excel worksheet.
2. Modify a worksheet, and enter dates and formulas.
3. Navigate a worksheet and work with ranges. Name ranges, copy, move and clear cell contents.
4. Adjust **column** width and row height, inset and delete column and rows, and add and remove borders.
5. Create chart, modify, resize, move, add objects and text and print charts.
6. Insert and size an embedded picture and an Excel worksheet in word document.
7. Protect and unprotect a range of cells and worksheet.
8. Format cells and use Automatic Formatting to format a worksheet.
9. Apply name to cell range(s) and use in formulas.
10. Hide and **unhide** column(s) and row(s).
11. Create a database- sort and find data in a worksheet.
12. Manage database-, filter database and create pivot table(s) and subtotal
13. Use mathematical, statistical and financial function to perform business calculations.
14. Start Power Point and define different parts of the Power Point Windows.
15. Work in slide, outline, slide sorter, and notes pageview to add, edit, delete and rearrange slides. (Use drag-and-drop to move slide.)
16. Save and print a presentation.

17. Use the **Autocontent** wizard to create, resize and change text font of a presentation.
18. Use **Drawing Toolbar** to add objects to a presentation.
19. **Insert, resize**, and recolor a clip art picture and embed an Excel chart in a presentation.
20. **Create a speaker** notes. Insert a graph, using tables and an insertion of an organization chart
21. (**Ming** reports using Word, and Excel in a Power Point presentation.
22. **Recall and** improve keyboarding techniques.
23. **i3eatify and** use the proofreader's **mark**
24. **Type corrected copy from rough drafts.**

### C. Test

Smiler Fulton, *Learning Microsoft Excel 2000*: DDC Publishing 2000

### D. RA:tam Material:

Duncan, Vanhauss,Wamer, *College Keyboarding Typwriting Complete Course*, 1995. F.

### Methods of Instruction:

**Hands-on** practice, lecture, demonstration, and individual and group assignments.

### F. Coarse Content:

- I **The** Excel Window
- II **Data Entry** and Data Formatting
- III **Changing** Worksheet Format
- IV **Saving** and Printing a worksheet
- V **Charting** the data
- VI **Functions**
- VII The Power Point Window
- VIII **Entering** text on a slide
- DC **Working** on Objects
- X **Printing** a Presentation
- XII **Integrating** Word, Excel, and Power Point documents
- XIII Keyboarding techniques
  - \*Alphabets
  - \*Numbers
  - \*Symbols
- XIV **Rough drafts**
- XV **Drills**
- XVI Integrating Word, Excel, and Power Point documents

**G. Evaluation:**

Grades will be assigned based on the **following** percentage of total points received from exams, projects, quizzes, practice sets, and the mid term and final:

A	-----	90% to 100%
B		80% to 89%
C	-----	70% to 79%
D	-----	60% to 69%
F	-----	<b>59% and</b>

**H. Attendance Policy The COM-FSM Attendance**

**Policy will be observed.**