

MRS. DEBRA JOHNSON, INSTRUCTOR

Fonda-Fultonville Central School District
112 Old Johnstown Rd. Fonda, NY 12068
Room 40/49B

Available: 7:30 a.m.-7:45 a.m.; 11:37a.m. -1:00 p.m.; and 2:30-3:30 p.m. Mon.-Fri.

Email: djohnson@ffcsd.org

518-853-3182 Ext. 3400 or 3490

Text and Supplemental Material:

- Microsoft Office 2007 Introductory Concepts and Techniques Windows XP Edition, Shelly Cashman, Vermaat.

Required Materials:

- Notebook
- Pen or Pencil
- USB Flash Drive-32 MB minimum

Course Description:

- The course provides an introduction to microcomputers and end-user system/application software. The microcomputer is demonstrated as a tool to support other academic or professional disciplines. Topics include operating system, word processing, spreadsheet, presentation, database and web page design software. Internet related applications are also used. The course emphasizes familiarization with computer components and the operation of the overall microcomputer system. Prerequisite: none. Hours of class per week: 3. Additional computer hours as needed.

- **Course Student Learning Outcomes:**

- **CO-1**-The student will be able to use a graphical user interface style of operating system software to manage files and folders, obtain help, execute application software, backup, recover and purge data, and troubleshoot.
- **CO-2** The student will be able to use word processing software to create, save, edit, format, retrieve, print and troubleshoot documents which contain text and graphics.
- **CO-3** The student will be able to use spreadsheet software to create, save, edit, format, retrieve, print and troubleshoot spreadsheets which contain text, numbers, formulas, functions and charts.
- **CO-4** The student will be able to use database software to create, save, edit, format, retrieve, print and troubleshoot databases which contain table, form, query, and report objects.
- **CO-5** The student will be able to use presentation software to create, save, edit, format, retrieve, print, and troubleshoot, presentations which contain text, graphics, design templates, slide layout, transition and animation.
- **CO-6** The student will be able to use web authoring and site management software to create, save, edit, format, retrieve, print, troubleshoot and publish web sites which contain text, graphics, and hyperlinks.

CS-105 MICROCOMPUTERS

- **Program Outcome:**
 - **P4-Acquire, implement, support and utilize software.**

Student Responsibilities:

- **Attendance**-Refer to the *School Attendance Policy* (you and your parents were required to sign it.)
- **Assignments:** A student has two days after returning from a legal absence to turn in an assignment without penalty (school wide policy). Assignments not handed in as a result of an illegal absence will not be accepted.

COURSE OUTLINE

Week 1-3

- Chapter 1: Introduction to Microsoft Windows XP
- Test upon completion of chapter and labs

Week 4-6

- Microsoft Word Chapter 1: Formatting documents save/print.
 - Labs/ Website Exercises/Vocabulary /Test

Week 7-8

- Microsoft Word Chapter 2: MLA style documentation to create a research paper
 - Labs/Website Exercises /Test

Week 9-10

- Microsoft Word Chapter 3: Creating a Cover Letter and a Resume
 - Labs/Website Exercises/Test
 - ***Creating A Web Page Using Word***

Week 11-13

- Microsoft Excel Chapter 1: Enter text, SUM button, Format cells, charts
 - Labs/ Website Exercise/Vocabulary/Test

Week 14-16

- Microsoft Excel Chapter 2: Formulas-Point mode, AVERAGE, MAX, MIN functions, Web query to get real-time data.
 - Labs/ Website Exercise/Vocabulary/Test

Week 17-21

- Microsoft Excel Chapter 3: Create series, absolute cell reference, IF functions, Format Painter
 - Labs/ Website Exercise/Vocabulary/Test
 - ***Creating Web Pages Using Excel***

Week 22-25

- Microsoft Access Chapter 1: Design and create a database, create tables and add records, create custom reports.
 - Labs/ Website Exercise/Vocabulary/Test

CS-105 MICROCOMPUTERS

Week 26-29

- Microsoft Access Chapter 2: Create queries using Simple Query Wizard, use design view, compound criteria in queries, sort data in queries and join tables in queries, perform calculations and calculate statistics in queries, create crosstab queries.
 - Labs/ Website Exercise/Vocabulary/Test

Week 30-32

- Microsoft Access Chapter 3: Add, change, delete, search and filter records, update records, specify validation rules, use sub-datasheet.
 - Labs/ Website Exercise/Vocabulary/Test

Week 33-34

- Microsoft PowerPoint Chapter 1: Create title slide, text slide, copy elements from one slide to another, view slide show.
 - Labs/ Website Exercise/Vocabulary/Test

Week 35-36

- Microsoft PowerPoint Chapter 2: Create slides, change layouts, background, format.
 - Labs/ Website Exercise/Vocabulary/Test

Week 37-38

- Microsoft PowerPoint Chapter 3: preview and save presentation, display Web pages created in PowerPoint in browser.
 - Labs/ Website Exercise/Vocabulary/Test
 - ***Access Integration Feature: Sharing Data Among Applications***

If time permits, Microsoft Office FrontPage 2003 Chapters 1& 2 will be covered.

Testing:

- Chapter Tests-Given at the end of each Chapter **50%**
- Vocabulary **10%**
- Labs **20%**
- Cases (end of chapter) **20%**

Grading:

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	70-76
D	60-69
F	BELOW 60

- In order to receive college credit for this class, you must earn a C (70-76) average.

Academic Integrity Policy

Academic integrity refers to a code of values that support and direct the education process. This code is based on legal, ethical, and educational concerns. Education in large part consists of the acquisition and demonstration of knowledge according to acceptable standards. Students must be familiar with these standards and will be held accountable for their use. Not being familiar with these standards is not an excuse for their breach.