

will find useful in their college and after-college career. The student will be expected to:

1. Acquire **basic** knowledge of the computer hardware components.
2. Acquire **basic** knowledge of the computer operating system.
3. Acquire **basic** skills in using:
 - a) the keyboard to type various kinds of electronic documents
 - b) electronic mail programs
 - c) the internet
 - d) word processing application programs
 - e) spreadsheet application programs
 - f) database application programs
 - g) presentation application programs.

II. Specific Course Objectives:

Upon completion of the course, the student will be able to:

1. Identify the various hardware components of a computer system: (GCO 1)

- a) keyboard
- b) Mouse
- c) disk drives
- d) monitor
- e) CPU
- f) Printer

2. Describe the inter-relationship between the various hardware and software components. (GCO 1 and 2)

3. Effectively interact with the computer operating system by successfully performing activities such as: (GCO 2)

- a) Starting up
- b) Using the Control Panel/Task Bar
- c) Using Windows Explorer

4. Properly use the keyboard to type documents (GCO 3 a.)

- a) Type documents at a speed of at least 20 words per minute.

5. Use Electronic Mail to communicate with other people (GCO 3 b.)

- a) identify the features of MS Outlook and their functions
- b) compose, edit, send, receive and reply e-mail
- c) demonstrate an understanding of basic e-mail etiquette

6. Use the Internet to find desired information (GCO 3 c.)

- a) define the "Internet" and describe its evolution
- b) identify the features of an Internet Browser
- c) use search engines to locate appropriate information
- d) cite URLs where information has been obtained

- 7. Use Word Processing application to create and manage reports (GCO 3 d.)**
- A. Identifying the main features of a word-processing application software:
 - 1. document window
 - 2. menu bar
 - 3. toolbar
 - 4. scrollbars
 - 5. document control buttons
 - 6. ruler
 - B. Quick Start for Word
 - 1. Identifying the Components of MS Word
 - 2. Composing a Simple Document
 - 3. Editing a Document
 - 4. Saving a Document
 - 5. Previewing and Printing a Document
 - 6. Closing a Document
 - 7. Locating and Opening an Existing Document
 - 8. Creating a New Document
 - 9. Closing Word
 - 10. Sending a Word Document via E-mail
 - C. Creating and Editing a Word Document
 - 1. Creating a Letter
 - 2. Selecting Text
 - 3. Cutting, Copying, Moving, and Pasting Text
 - 4. Deleting Text
 - 5. Using the Undo, Redo, and Repeat Commands
 - 6. Using the Overtyping Mode
 - 7. Switching Between Different Editing Views
 - D. Using the Proofing Tools
 - 1. Using the Spelling and Grammar Features
 - 2. Using the Thesaurus
 - 3. Using the AutoCorrect
 - 4. Using the AutoText
 - 5. Inserting Dates with AutoComplete
 - E. Formatting Text
 - 1. Formatting Characters as
 - 2. Selecting and Changing Fonts and Font Sizes
 - 3. Applying Font Formats
 - 4. Applying Character Effects
 - 5. Applying Character Spacing and Animation Effects
 - 6. Duplicating Character Formats
 - 7. Changing the Case of Text
 - 8. Adding Bullets and Numbering
 - 9. Highlighting Text in a Document
 - 10. Inserting Symbols and Special Characters
 - 11. Using the Tabs Command
 - 12. Setting Spacing, Aligning Text, and Using Indentation Options

- F. Working with Documents
 - 1. Finding and Replacing
 - 2. Inserting Page Breaks
 - 3. Creating Sections with Different Formatting
 - 4. Creating and Modifying Headers and Footers
 - 5. Using Hyphenation
 - 6. Setting Page Orientation
- G. Working with Columns
 - 1. Creating and Using Newspaper-Style
- H. Using Tables to Organize Information
 - 1. Creating and Formatting Tables
 - 2. Revising Tables and Modifying Table Structure
 - 3. Using Special Table Features
 - 4. Switching Between Text
- I. Using Styles and Templates
 - 1. Creating and Applying
 - 2. Editing Styles
 - 3. Using Templates and Wizards to Create Documents
- J. Generating an Outline
 - 1. Organizing a Document in Outline View
 - 2. Modifying an Outline
 - 3. Using Outline Numbered Formats to Create Outlines
- 5. Use Spreadsheet application to organize and graph data (GCO 3 e.)**
 - A. Quick Start of Excel
 - 1. Exploring the Excel Components
 - 2. Locating and Opening an Existing Workbook
 - 3. Navigating a Worksheet
 - 4. Entering Text, Dates, and Numbers
 - 5. Selecting Cells
 - 6. Editing Cell Content
 - 7. Clearing Contents and Formatting of Cells
 - 8. Using Undo and Redo
 - 9. Entering Formulas and Functions
 - 10. Saving Workbooks
 - 11. Closing Workbooks and Exiting Excel
 - B. Formatting a Worksheet
 - 1. Merging Cells to Create a Worksheet Title
 - 2. Working with a Series to Add Labels
 - 3. Modifying the Size of Column and Rows
 - 4. Changing Fonts and Font Styles
 - 5. Modifying the Alignment of Cell Contents
 - 6. Rotating Text and Changing Indents
 - 7. Applying Number Formats
 - 8. Applying Cell Borders and Shading

C. Organizing Worksheets Effectively

1. Performing Single and Multi-level Sports
2. Copying and Moving Data Using Drag and Drop
3. Renaming a Worksheet
4. Inserting, Moving, Copying, and Deleting Worksheets
5. Copy and Move Data Using Cut, Copy, and Paste
6. Inserting and Deleting Cells, Rows, and Columns
7. Using Absolute, Relative, and Mixed References in Formulas
8. Creating and Naming Ranges
9. Freezing and Unfreezing Rows and Columns
10. Using Grouping and Outlines
11. Check Spelling in a Worksheet

D: Previewing and Printing Worksheets

1. Previewing and Modifying Page Setup Options
2. Inserting and Removing Page Breaks
3. Printing an Entire Workbook

E. Creating Charts

1. Using Chart Wizard to Create a Chart
2. Formatting and Modifying a Chart
3. Previewing and Printing Charts
4. Working with Embedded Charts

6. Use Database application to create and process data (GCO 3 f.)

A. Introduction to Access

1. Defining Access
2. Opening the Access Application
3. Viewing the Access Window
4. Getting Help
5. Identifying Access Objects
6. Exiting Access

B. Designing and Creating a Database

1. Planning a New Database
2. Creating a Database
3. Saving a Database
4. Creating a Table by Using the Table Wizard
5. Creating a Table in Design View
6. Modifying Tables using Design View
7. Printing a Table

C. Entering and Editing Data into Tables

1. Entering Records Using a Datasheet
2. Navigating through Records
3. Modifying Data in Table
4. Adding Pictures to Records

D. Designing and Using Basic Forms

1. Understanding Forms

2. Creating a Form with the Form Wizard
3. Creating a Custom Form
4. Modifying a Form Design
5. Using a Control Toolbox to Add and Modify Controls
6. Modifying Format Properties
7. Printing a Form

7. Use PowerPoint application to produce professional looking presentations.

A. Identify the main features of a PowerPoint application software:

1. Document window
2. Menu Bar
3. Toolbar
4. Scrollbars
5. Ruler

B. Quick Start for PowerPoint

1. Starting PowerPoint
2. Exploring the PowerPoint Window
3. Navigating through a Presentation
4. Navigating Among the PowerPoint Views
5. Closing a Presentation
6. Applying a Design Template
7. Saving a Presentation
8. Checking Spelling
9. Changing the Presentation Design
10. Printing a Presentation
11. Exiting PowerPoint

C. Editing and Formatting Slides

1. Opening a Presentation and Adding a Bullet Slide
2. Working with Second-Level Bullets
3. Using AutoCorrect
4. Working in Outline View
5. Moving a Slide in Outline View

6. Editing and Formatting Slides
7. Formatting the Slide Master
8. Printing an Individual Slide

III. Course Content:

- A. Computer Hardware/Software
- B. E-mail and Internet
- C. Word Processing
 - I. Word Basics
 - II. Create, Save, and Print Documents
 - III. Open and Edit Documents

- IV. Text Formatting
- V. Document Formatting
- VI. Manage Documents
- VII. Tables
- VIII. Multiple-Page Documents
- IX. Desktop Publishing

D. Spreadsheet

- I. Spreadsheet Basics
- II. Create, Save, and Print Spreadsheet
- III. Open and Edit Spreadsheet
- IV. Spreadsheet Formatting V. Functions
- VI. Charts

E. Database

- I. Database Basics
- II. Microsoft Access and Database objects
- III. Functional Differences of Table, Form, Query and Report Objects.
- IV. Defining Tables using data types and properties.
- V. Creating Tables, Form, Queries and Reports.

F. PowerPoint

- I. PowerPoint Basics
- II. Create, Save and Print Presentation
- III. Create and Edit Presentation
- IV. Format Presentation
- V. Slide Show Project

IV. Text: Microsoft Office
2000, Course Technology,
Massachusetts, 2001

Due to differences in the technology available at the various COM-FSM campuses, other texts approved by the Vice President for Instructional Affairs may be used.

V. Required Course Materials: Textbook and Diskettes.

VI. Methods of Instruction: Lecture, demonstration, and individual assignments.

VII. Assessment:

Assessment will be in the form of individual daily/weekly assignments and exercises in the various chapters covered in class; chapter (or topic) quizzes; projects and exams. The exercises, quizzes, projects and exams may have both an on-computer and off-computer (written) component. Grades will be assigned based on the following percentage of total points received from exercises, projects, quizzes, and exams.

A..... 90% to 100%

B..... 80% to 89%

C..... 70% to 79%

D..... 60% to 69%

F..... 59% and below

VIII. Semester Plan:

Computer Hardware/software..... 1 Week
Operating Systems (Windows)..... 1 Week
Keyboarding 2 Weeks
E-mail & Internet.....2 Weeks
Word processing (Word)..... 3 Weeks
Spreadsheets (Excel)..... 3 Weeks
Database (Access)..... 2 Weeks
Presentation (PowerPoint) 2 Weeks

IX. Credit by examination available for the course:

Yes

X. Attendance Policy:

The COM-FSM Attendance Policy will be observed.