Computer Systems

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COURSE SYLLABUS
Course Description:
The objective of this class is to introduce and instruct students to Microsoft Office. Microsoft Office has many different applications in which the students will be working in. The students will create documents using Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft PowerPoint. The students will also be introduced to Microsoft Office and the different functions of the software packages. The students will reinforce their learning of Office through Skills Review, Concepts Review, Independent Challenges, and Tests. This class is a one year course that is elective to all students during their sophomore year.

I. Course Objectives:

A. Course Learning Targets:

1. The student will utilize and understand basic features of the computer (Windows) operating system.

2. The student will utilize and understand basic features of a web browser such as Internet Explorer.

3. The student will utilize and understand the basic features of an email software application.

4. The student will troubleshoot and fix basic computer hardware and software issues.

B. The student will create professional quality word processing documents using current MS Word software features.

1. Enter text, format paragraphs, text, and pictures

2. Add Page borders

3. Adjust spacing

4. Change Document properties

5. Undo and Redo

6. Insert pictures, tables, and numbered text

7. Create a Research Paper with in-text citation, works cited in MLA format

8. Cut, Copy and Paste

9. Add Footnotes

10. Change Margins

11. Create Business Letters with proper formatting

12. Convert hyperlink text

13. Insert Clip Art images

14. Apply styles to documents

15. Use Tab Stops

16. Insert a word Table

C. The student will create professional quality spreadsheets and charts using current MS Excel software features.

1. Create A worksheet

2. Embed a Chart

3. Enter Labels and Numbers

4. Use Formulas

5. Enter Simple Functions

6. Copy and Paste

7. Create 3-D Pie Chart

8. Change Tab Names and Worksheet Names

9. Add Pivot Table

10. Use auto calculate

11. Use AVG, MIN, MAX and other Formulas

12. Apply Themes and Styles

13. Add Conditional Formatting

14. Change Column and Row Heights

15. Use Absolute and mixed cell references

16. Use If Function

17. Use Now Function

18. Freeze and Unfreeze rows

19. Protect Worksheet, sections and rows

20. Use Format Painter

D. The student will create professional quality database files using current MS Access software features.

1. Design and Create a database

2. Design a database

3. Create tables in datasheet view

4. Add records to a table

5. Create and use a query

6. Create and use a form

7. Create and print custom reports

8. Query a database

9. Include fields in the design great

10. Use both text and numeric criteria

11. Sort data

12. Join tables

13. Create a form based on query

14. Create crosstab queries

15. Export data

16. Use calculations

17. Add, change and delete records

18. Search Records

19. Add new fields

20. Add new records

21. Format

E.   The student will create professional quality presentations using current MS PowerPoint software features.

1. Create a PowerPoint presentation

2. Select and Change theme

3. Create title slides

4. Add new layouts

5. Insert Photos and Illustrations with multi-level bullet list

6. Move and resize photos and illustrations

7. Change font size and color

8. Bold and italicize

9. Arrange slides

10. View Presentation

F.   The student will create files that involve integration of MS Word, Excel, Access and PowerPoint features.

G. The student will create and name folders; rename, move or copy folders.

H. The student will find files and folders using various techniques in the computer system.

I.   The student will identify types of software (system and application) and their   uses.

J.   The student will format text, values, dates, and charts using various methods in the software.

K.   The student will build various types of formulas; including SUM, AVERAGE, MIN and MAX using various techniques.

L.   The student will launch MS Access; navigate and identify components of the   software window.

M. The student will create and edit, organize, save and print various objects of the database.

N. The student will format text, values, dates and data using various methods in the software.

O. The student will understand and utilize database objects; including tables, reports, queries and forms.

P.   The student will launch MS PowerPoint; navigate and identify components of the software window.

Q. The student will create and edit, organize, save and print presentations.

R.   The student will format text and paragraphs using various software features for optimal slide arrangement.

S. The student will understand and utilize terminology for the presentation software.

T. The student will understand and utilize terminology for the word processing software.

U. The student will understand and utilize terminology for the spreadsheet software.

V. The student will integrate Word, Excel, Access and PowerPoint software's among various documents.

W. Students will create, reply forward and delete e-mail messages

X. Learn to share documents in Google docs as well as e-mail assignments to the teacher.

These course objectives align with these courses for Blue Mountain Community College:

- **BA 110X Microsoft Excel**
- **BA 131 Introduction to Business Computing**
- **BT 121 Document Processing**
- **BT 201M Microsoft Word**

The College Course Syllabi for BMCC Technologies can be found here:

BMCC Business Technologies Syllabi

http://www.bluecc.edu/home/showdocument?id=4091

Required Class Materials:
Computer
Internet Access

Grading:
Students may earn college credit via BMCC for this Course

The Grading Scale will be as follows:
Formative assignments: 10%
Summative assignments: 90%

Grades:	90%	A
	80%	B
	70%	C
	60%	I (Have two weeks to finish and turn in Missing Summative)
	Under	F

Due dates: The summative assessments MAY have due dates. If due dates are used, if the student does not complete assessment in due time, the highest grade allowed will be 85% on the assessment.

II. College Course Articulation Agreements: BA131 & BA 110X & BT201M & BA 121

College course information:

1. The college course is only for those students who is ready to pass this course with an A or B in both semester.
2. If you are struggling passing this course, do not sign up for college courses.
3. We pay for the college course AS LONG AS YOU PASS. You pay if you fail.
4. All college credit courses are for SPRING SEMESTER, do not worry, I will get the forms to you when the time comes. This course is a Year Long Course and students MUST pass each Semester.