

Advanced Computer Systems

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.

Course Objectives:

Course Learning Outcomes:

- A. The student will utilize and understand basic features of the computer (Windows) operating system.
 - B. The student will utilize and understand basic features of a web browser such as Internet Explorer.
 - C. The student will utilize and understand the basic features of an email software application.
 - D. The student will troubleshoot and fix basic computer hardware and software issues.
 - E. The student will create professional quality word processing documents using current MS Word software features.
 - F. The student will create professional quality spreadsheets and charts using current MS Excel software features.
 - G. The student will create professional quality database files using current MS Access software features.
 - H. The student will create professional quality presentations using current MS PowerPoint software features.
 - I. The student will create files that involve integration of MS Word, Excel, Access and PowerPoint features.
 - J. The student will create and name folders; rename, move or copy folders.
 - K. The student will find files and folders using various techniques in the computer system.
 - L. The student will identify types of software (system and application) and their uses.
 - M. The student will format text, values, dates, and charts using various methods in the software.
 - N. The student will build various types of formulas; including SUM, AVERAGE, MIN and MAX using various techniques.
 - O. The student will launch MS Access; navigate and identify components of the software window.
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- P. The student will create and edit, organize, save and print various objects of the database.
 - Q. The student will format text, values, dates and data using various methods in the software.
 - R. The student will understand and utilize database objects; including tables, reports, queries and forms.
 - S. The student will launch MS PowerPoint; navigate and identify components of the software window.
 - T. The student will create and edit, organize, save and print presentations.
 - U. The student will format text and paragraphs using various software features for optimal slide arrangement.
 - V. The student will understand and utilize terminology for the presentation software.
 - W. The student will understand and utilize terminology for the word processing software.
 - X. The student will understand and utilize terminology for the spreadsheet software.
 - Y. The student will integrate Word, Excel, Access and PowerPoint software's among various documents.
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Required Class Materials:

Computer

Internet Access

Grading:

The Grading Scale will be as follows:

Formative assignments: 30%

Summative assignments: 70%

Grades: 90% A

80% B

70% C

60% I (Have two weeks to finish and turn in Missing Summatives)

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.