SYLLABUS & COURSE GUIDE
FALL SEMESTER, 2008

Course Title: **13-221 Microcomputer Applications 1**

Instructor: Dennis Buskirk

Office hours: Tuesday, Wednesday, & Thursday 2:00 pm - 3:00 pm
Wednesday (Blackboard Chat room) 7:00 pm - 8:00 pm

Office number: T-139 **Office phone:** 301-784-5128 **E-mail:** dbuskirk@allegany.edu

Secretary's phone:301-784-5328 (Barbara Renotas T-27)

Day / Time of class meeting:
Web course sections 2115 (AC), 2124 (BR), & 2125 (SM)

Required Text & Materials:
Course website: http://blackboard.allegany.edu
Book website: www.scsite.com
1. Microsoft Office 2007 Advanced Concepts and Techniques: Shelly Cashman Series.
2. Five blank 3.5" diskettes (or some form of storage medium (Flash Drive)).

*** Microsoft Office 2007 software (Word, Excel, PowerPoint, Access) – It is NOT necessary that you purchase this software as it is available at all campuses of Allegany College of Maryland. However, if interested, Office 2007 Professional is available for purchase at a discounted rate (approximately $70) to ACM students. Please e-mail Bob Elbin (belbin@allegany.edu) if interested.

**** Please note: Under extenuating circumstances, the instructor has the right to change any course provisions or requirements during the semester.**

Purpose:
This course provides an introduction to several of the more popular application software packages for microcomputers in use today. Students will have hands-on use of a spreadsheet (Excel), a word processor (Word), a database management system (Access), presentation graphics (PowerPoint), and software integration. Windows XP operating systems concepts will also be covered.

Course objectives:
1. To reinforce microcomputer applications concepts.
2. To give students additional experience with the Windows Vista microcomputer operating system.
3. To demonstrate the practical use of software application tools in solving common business problems.
4. To prepare students for the Microsoft Certification for the User Specialist.
5. To prepare students for advanced level database programming.

**** Please be advised that the time allotted to lab during class time will NOT be sufficient for completing most assignments. You should be prepared to spend extra time in lab becoming familiar with the concepts presented in this class. The standard to fellow is for every hour spent in class a minimum of three hours out of class will usually be required.****

Attendance / Tardiness policy:

Attendance is required for all classes and roll will be taken. If you miss a class you are still responsible for any material covered. Three unexcused absences can result in your being dropped from the class. Tardiness will be treated as a missed class. Attendance reflects attitude and will be used as a final determination of grade when accumulated points are close to a crossover between two letter grades.

Web Students failing to correspond with me by the end of the 2nd week of classes and failing to meet the first deadline I assign may be dropped from the course.

Academic dishonesty:

Refer to the AC Student Handbook for the definition of academic dishonesty, and know well the definition of plagiarism. Any act of academic dishonesty will be dealt with in an appropriate way.

Class participation:

Learning comes through communication, and thus is a two way process. Participation not only affects your grade, but also affects how much you get from this course. Please feel free to ask questions and make comments relating to the material being covered.

Course content:

Practical Tests	—	47%
Projects / Homework's	—	53%

Course grading structure:

90-100	=	A
80- 89	=	B
70- 79	=	C
60- 69	=	D
<60	=	F

*****NOTE: All assignments must be turned in for the student to receive a passing grade for this course!*****

Extra credit: Extra credit is not normally a part of this course.

Deadlines:

Projects, assignments, homework, etc. are due at the beginning of class on the date due. After that time, they are considered late and will lose 10% per day until turned in. Due dates will be given during class and posted on the web site.

Make-ups:

No make-up of exams, practicals, or assignments is permitted unless a valid, documentable medical or emergency situation exists. Students will have at least two days to take the written assessment in the testing lab. Practical assessments will be given in class on specific dates and must be taken at that time.

Microcomputer Applications I

Tentative Course Schedule

WEEK & APPLICATION	SUBJECT
INTRODUCTION & WINDOWS XP	
1	Course Introduction;
WORD	Review of MS Word basics (Introductory)
	Project 4 – Creating doc. with title page, table, chart, & watermark (Advanced)
2	Project 5 – Generating form letters, mailing labels & directories (Advanced)
3	Project 6 – Creating a professional newsletter (Advanced)
	Word Exam
EXCEL	
4	Review of MS Excel basics (Introductory)
	Review Project 3 – What-If analysis, charting, & large spreadsheets (Introductory)
5	Project 4 – Financial functions, data tables, amortization schedules (Advanced)
6	Project 5 – Creating, sorting, & querying a table (Advanced)
7	Project 6 – Creating templates & working with multiple worksheets (Advanced)
	Excel Exam
ACCESS	
8	Review of Databases in Access
	Review - Projects 1, 2, and 3 (Introductory)
	Database design concepts
9	Project 4 – Creating reports & forms
10	Project 5 – Multi-Table forms
11	Project 6 – Using macros, switchboards, PivotTables, and PivotCharts
12	*Access Exam*
POWERPOINT	
13	Review of PowerPoint basics (Introductory)
	Project 3 – Presentation with custom backgrounds & SmartArt (Advanced)
14	Project 4 – Working with Information Graphics (Advanced)
	PowerPoint Exam
15	Outlook – Overview of Features and review of email concepts