

## Class Assignments & Topics

- With the exception of Week 1, all online lectures are due BEFORE class on Tuesdays.
- The myCourses Lesson for each week will open up the Friday before to allow time to complete online lectures for the next week’s assignment.
- If you miss any sessions, the information and items due will be available on myCourses.

Week	Description of Topics/Activities	Student Learning Outcome Addressed	Course Objectives Addressed	Items Due	Points	Items Due Date
1 (Aug 20 – 26)	<p><b>Lecture Topics</b> Intro, Syllabus, Web-Enhanced (myCourses overview), Windows 7</p> <p><b>Lab Topics / Reading</b> Windows 7 Sections 1 and 2</p>	Students will demonstrate an understanding of four primary applications in the Microsoft Office Suite, (Word, Excel, PowerPoint, and Access).	<ul style="list-style-type: none"> <li>• Identify the major components of a computer system.</li> <li>• Identify and categorize the various types of computer software.</li> <li>• Identify the basic components of Windows window.</li> <li>• Recognize the basic elements of the Windows environment to open, close, maximize, minimize, and restore a window.</li> <li>• Identify the basic elements of the Windows toolbar.</li> <li>• Describe how to use Help.</li> <li>• Explain the steps involved in working with files/folders.</li> </ul>	Benchmark Office 2010 Reading (Course Textbook) – Windows 7 Sections 1 and 2, Online Discussion	50	Week 3 9/9/2013  (to allow for late starters)
				Quiz – Windows 7	15	
2 (Aug 27 – Sep 2)	<p><b>Lecture Topics</b> Digital Technologies and The Internet</p> <p><b>Lab Topics</b> Catch up on Week 1 and 2</p>	Describe how the Internet works.	<ul style="list-style-type: none"> <li>• Describe the trends in the evolution of technology past, present, and future.</li> <li>• Identify and categorize the various types of computer software.</li> <li>• Recognize and utilize the terms used in the communications technologies.</li> <li>• Distinguish the ethical and social issues confronting computer users in both personal and business arenas.</li> </ul>	Watch Online Lectures (due before class Aug 27) Listen to Online Podcasts Online Discussion	50	Week 3 9/9/2013
				Quiz - Digital Technologies	15	
				Quiz - The Internet	15	

Week	Description of Topics/Activities	Student Learning Outcome Addressed	Course Objectives Addressed	Items Due	Points	Items Due Date
3 (Sep 3-9)	<b>Lecture Topics</b> Computer Hardware & Peripherals and System Software	<ul style="list-style-type: none"> <li>Students will be able to compare and contrast the Microsoft Ribbons used in the Microsoft Office suite.</li> </ul>	<ul style="list-style-type: none"> <li>Identify and categorize the various types of computer software.</li> <li>Identify the major components of a computer system.</li> <li>Recognize and utilize the terms used in the communications technologies.</li> </ul>	Watch Online Lectures on Computer Hardware & Peripherals and System Software	50	Week 3 9/9/2013
				Online Discussion – Computer Hardware, Peripherals, and System Software	15	
				Quiz – Computer Hardware & Peripherals	15	
4 (Sep 10 – 16)	<b>Lecture Topics</b> The Social Web, Digital Defense, Competing in the New Global Economy	None	<ul style="list-style-type: none"> <li>Recognize and utilize the terms used in the communications technologies.</li> <li>Distinguish the ethical and social issues confronting computer users in both personal and business arenas.</li> </ul>	Watch Online Lectures on the Social Web and Digital Defense	50	Week 4 9/16/2013
				Video – Old Ways, New Game (in class), Online and In Class Discussion The Social Web, Digital Defense, Competing in the new Global Economy	15	



Week	Description of Topics/Activities	Student Learning Outcome Addressed	Course Objectives Addressed	Items Due	Points	Items Due Date
5, 6, 7, 8 Sep 17 – 23 (Wk5) Sep 24 – 30 (Wk6) Oct 1 – 7 (Wk 7) Oct 8 – 14 (Wk 8)	<b>Lecture Topics</b> Microsoft Word  <b>Lab Topics</b> Microsoft Word	<ul style="list-style-type: none"> <li>Students will demonstrate an understanding of four primary applications in the Microsoft Office Suite, (Word, Excel, PowerPoint, and Access).</li> <li>Students will be able to demonstrate an understanding of the keystroke required to complete the cutting, copying, and pasting of data from one type of documents into another documents. (For example cutting and pasting information from the Internet into a Word, Excel, PowerPoint or Access document)</li> <li>Students will be able to compare and contrast the Microsoft Ribbons used in the Microsoft Office suite.</li> </ul>	<ul style="list-style-type: none"> <li>Identify and categorize the various types of computer software.</li> <li>Identify the major components of a computer system.</li> <li>Recognize and utilize the terms used in the communications technologies.</li> <li>Identify the process of creating a document.</li> <li>Demonstrate the steps in editing and formatting a document.</li> <li>Explain the process of creating a multi-page report.</li> <li>Describe the process of printing a document.</li> <li>Identify the steps in saving a document.</li> <li>Utilize basic document formatting techniques such as bold, underline, center, text alignment, line spacing, tabs, margins, and fonts.</li> </ul>	Read – Benchmark Office 2010 Chapters 1, 2 Watch Online Lectures Chapters 1 and 2 Online Reflection Chapters 1 and 2	50	Week 5  9/23/2013
				Concept Check <ul style="list-style-type: none"> <li>Chapter 1 (15 pts)</li> <li>Chapter 2 (15 pts)</li> </ul>	30	
				Skills Check Assessments <ul style="list-style-type: none"> <li>Chapter 1 (25 pts)</li> <li>Chapter 2 (25 pts)</li> </ul>	50	
				Read – Benchmark Office 2010 Chapters 3, 4 Watch Online Lectures Chapters 3, 4 Online Reflection Chapters 3, 4	50	Week 6  9/30/2013
				Concept Check <ul style="list-style-type: none"> <li>Chapter 3 (15 pts)</li> <li>Chapter 4 (15 pts)</li> </ul>	30	
				Skills Check Assessments <ul style="list-style-type: none"> <li>Chapter 3 (25 pts)</li> <li>Chapter 4 (25 pts)</li> </ul>	50	
				Read – Benchmark Office 2010 Chapters 5, 6 Watch Online Lectures Chapters 5, 6 Online Reflection Chapters 5, 6	50	Week 7  10/7/2013
				Concept Check <ul style="list-style-type: none"> <li>Chapter 5 (15 pts)</li> <li>Chapter 6 (15 pts)</li> </ul>	30	
				Skills Check Assessments <ul style="list-style-type: none"> <li>Chapter 5 (25 pts)</li> <li>Chapter 6 (25 pts)</li> </ul>	50	
				Read – Benchmark Office 2010 Chapters 7, 8 Watch Online Lectures Chapters 7, 8 Online Reflection Chapters 7, 8	50	Week 8  10/14/2013
				Concept Check <ul style="list-style-type: none"> <li>Chapter 7 (15 pts)</li> <li>Chapter 8 (15 pts)</li> </ul>	30	
				Skills Check Assessments <ul style="list-style-type: none"> <li>Chapter 7 (25 pts)</li> <li>Chapter 8 (25 pts)</li> </ul>	50	



Week	Description of Topics/Activities	Student Learning Outcome Addressed	Course Objectives Addressed	Items Due	Points	Items Due Date
9, 10  Oct 15 – 21 (Wk 9)  Oct 22 – 28 (Wk 10)	<b>Lecture Topics</b> Microsoft PowerPoint  <b>Lab Topics</b> Microsoft PowerPoint	<ul style="list-style-type: none"> <li>Students will demonstrate an understanding of four primary applications in the Microsoft Office Suite, (Word, Excel, PowerPoint, and Access).</li> <li>Students will be able to demonstrate an understanding of the keystroke required to complete the cutting, copying, and pasting of data from one type of documents into another documents. (For example cutting and pasting information from the Internet into a Word, Excel, PowerPoint or Access document)</li> <li>Students will be able to compare and contrast the Microsoft Ribbons used in the Microsoft Office suite.</li> </ul>	<ul style="list-style-type: none"> <li>Identify and categorize the various types of computer software.</li> <li>Identify the major components of a computer system.</li> <li>Recognize and utilize the terms used in the communications technologies.</li> <li>Identify the process of creating a presentation.</li> <li>Demonstrate the steps in editing and formatting a presentation.</li> <li>Explain the process of creating a multi-slide presentation.</li> <li>Describe the process of printing a presentation.</li> <li>Identify the steps in saving a presentation</li> <li>Utilize basic document formatting techniques such as bold, underline, center, text alignment, line spacing, tabs, margins, and fonts.</li> <li>Create presentations with dynamic graphics and multimedia</li> </ul>	Read – Benchmark Office 2010 Chapters 1, 2, 3 Watch Online Lectures Chapters 1, 2, 3 Online Reflection Chapters 1, 2, 3	75	Week 9  10/21/2013
				Concept Check <ul style="list-style-type: none"> <li>Chapter 1 (15 pts)</li> <li>Chapter 2 (15 pts)</li> <li>Chapter 3 (15 pts)</li> </ul>	45	
				Skills Check Assessments <ul style="list-style-type: none"> <li>Chapter 1 (25 pts)</li> <li>Chapter 2 (25 pts)</li> <li>Chapter 3 (25 pts)</li> </ul>	75	
				Read – Benchmark Office 2010 Chapters 4, 5, 6 Watch Online Lectures Chapters 4, 5, 6 Online Reflection Chapters 4, 5, 6	75	Week 10  10/28/2013
				Concept Check <ul style="list-style-type: none"> <li>Chapter 4 (15 pts)</li> <li>Chapter 5 (15 pts)</li> <li>Chapter 6 (15 pts)</li> </ul>	45	
				Skills Check Assessments <ul style="list-style-type: none"> <li>Chapter 4 (25 pts)</li> <li>Chapter 5 (25 pts)</li> <li>Chapter 6 (25 pts)</li> </ul>	75	



Week	Description of Topics/Activities	Student Learning Outcome Addressed	Course Objectives Addressed	Items Due	Points	Items Due Date
<b>11, 12, 13, 14</b>  <b>Oct 29 – Nov 4 (Wk 11)</b>  <b>Nov 5 – 11 (Wk 12)</b>  <b>Nov 12 – 18 (Wk 13)</b>  <b>Nov 19 – 25 (Wk 14)</b>	<b>Lecture Topics</b> Microsoft Excel  <b>Lab Topics</b> Microsoft Excel	<ul style="list-style-type: none"> <li>Students will demonstrate an understanding of four primary applications in the Microsoft Office Suite, (Word, Excel, PowerPoint, and Access).</li> <li>Students will be able to demonstrate an understanding of the keystroke required to complete the cutting, copying, and pasting of data from one type of documents into another documents. (For example cutting and pasting information from the Internet into a Word, Excel, PowerPoint or Access document)</li> <li>Students will be able to compare and contrast the Microsoft Ribbons used in the Microsoft Office suite.</li> </ul>	<ul style="list-style-type: none"> <li>Identify and categorize the various types of computer software.</li> <li>Identify the major components of a computer system.</li> <li>Recognize and utilize the terms used in the communications technologies.</li> <li>Identify and apply methodologies to everyday business and financial situations</li> <li>Create spreadsheet formulas using addition, subtraction, division, and multiplication in a variety of common business and financial applications.</li> <li>Translate business and financial data into graphs accurately depicting the data.</li> <li>Utilize basic spreadsheet techniques such as number formats, date formats, text alignment, borders, shading, text boxes, and graphics.</li> </ul>	Read – Benchmark Office 2010 Chapters 1, 2 Watch Online Lectures Chapters 1 and 2 Online Reflection Chapters 1 and 2	50	<b>Week 11</b>  11/4/2013
				Concept Check <ul style="list-style-type: none"> <li>Chapter 1 (15 pts)</li> <li>Chapter 2 (15 pts)</li> </ul>	30	
				Skills Check Assessments <ul style="list-style-type: none"> <li>Chapter 1 (25 pts)</li> <li>Chapter 2 (25 pts)</li> </ul>	50	
				Read – Benchmark Office 2010 Chapters 3, 4 Watch Online Lectures Chapters 3, 4 Online Reflection Chapters 3, 4	50	<b>Week 12</b>  11/11/2013
				Concept Check <ul style="list-style-type: none"> <li>Chapter 3 (15 pts)</li> <li>Chapter 4 (15 pts)</li> </ul>	30	
				Skills Check Assessments <ul style="list-style-type: none"> <li>Chapter 3 (25 pts)</li> <li>Chapter 4 (25 pts)</li> </ul>	50	
				Read – Benchmark Office 2010 Chapters 5, 6 Watch Online Lectures Chapters 5, 6 Online Reflection Chapters 5, 6	50	<b>Week 13</b>  11/18/2013
				Concept Check <ul style="list-style-type: none"> <li>Chapter 5 (15 pts)</li> <li>Chapter 6 (15 pts)</li> </ul>	30	
				Skills Check Assessments <ul style="list-style-type: none"> <li>Chapter 5 (25 pts)</li> <li>Chapter 6 (25 pts)</li> </ul>	50	
				Read – Benchmark Office 2010 Chapters 7, 8 Watch Online Lectures Chapters 7, 8 Online Reflection Chapters 7, 8	50	<b>Week 14</b>  11/25/2013
				Concept Check <ul style="list-style-type: none"> <li>Chapter 7 (15 pts)</li> <li>Chapter 8 (15 pts)</li> </ul>	30	
				Skills Check Assessments <ul style="list-style-type: none"> <li>Chapter 7 (25 pts)</li> <li>Chapter 8 (25 pts)</li> </ul>	50	



Week	Description of Topics/Activities	Student Learning Outcome Addressed	Course Objectives Addressed	Items Due	Points	Items Due Date						
15-18	<p><b>Lecture Topics</b> Microsoft Access</p> <p><b>Lab Topics</b></p> <p><b>Microsoft</b> Microsoft Access</p>	<ul style="list-style-type: none"> <li>Students will demonstrate an understanding of four primary applications in the Microsoft Office Suite, (Word, Excel, PowerPoint, and Access).</li> <li>Students will be able to demonstrate an understanding of the keystroke required to complete the cutting, copying, and pasting of data from one type of documents into another documents. (For example cutting and pasting information from the Internet into a Word, Excel, PowerPoint or Access document)</li> <li>Students will be able to compare and contrast the Microsoft Ribbons used in the Microsoft Office suite.</li> </ul>	<ul style="list-style-type: none"> <li>Identify and categorize the various types of computer software.</li> <li>Identify the major components of a computer system.</li> <li>Recognize and utilize the terms used in the communications technologies.</li> <li>Define the terms field, record, table, primary key, and foreign as they related to database structure.</li> <li>Identify the process of creating a database.</li> <li>Describe the process of opening, navigating, and printing a database table.</li> <li>Describe the process of querying an existing database.</li> <li>Explain the process of printing a database.</li> </ul>	Read – Benchmark Office 2010 Chapters 1 Watch Online Lectures Chapters 1 Online Reflection Chapters 1	25	Week 15						
Nov 26 – Dec 2 (Wk 15)				Concept Check • Chapter 1 (15 pts)	15	12/9/2013 (1 extra week due to Thanksgiving Break) Gobble Gobble!						
Dec 3 – 9 (Wk 16)				Skills Check Assessment • Chapter 1 (25 pts)	25							
Dec 10 – 16 (Wk 17)				<p><b>Microsoft</b> Microsoft Access</p>	<ul style="list-style-type: none"> <li>Students will be able to demonstrate an understanding of the keystroke required to complete the cutting, copying, and pasting of data from one type of documents into another documents. (For example cutting and pasting information from the Internet into a Word, Excel, PowerPoint or Access document)</li> <li>Students will be able to compare and contrast the Microsoft Ribbons used in the Microsoft Office suite.</li> </ul>	<ul style="list-style-type: none"> <li>Identify and categorize the various types of computer software.</li> <li>Identify the major components of a computer system.</li> <li>Recognize and utilize the terms used in the communications technologies.</li> <li>Define the terms field, record, table, primary key, and foreign as they related to database structure.</li> <li>Identify the process of creating a database.</li> <li>Describe the process of opening, navigating, and printing a database table.</li> <li>Describe the process of querying an existing database.</li> <li>Explain the process of printing a database.</li> </ul>	Read – Benchmark Office 2010 Chapters 2 Watch Online Lectures Chapters 2 Online Reflection Chapters 2	25	Week 16			
Dec 16-20 FINALS WEEK (Wk 18)							Concept Check • Chapter 2 (15 pts)	15	12/9/2013			
							Skills Check Assessment • Chapter 2 (25 pts)	25				
Dec 16-20 FINALS WEEK (Wk 18)							<p><b>Microsoft</b> Microsoft Access</p>	<ul style="list-style-type: none"> <li>Students will be able to demonstrate an understanding of the keystroke required to complete the cutting, copying, and pasting of data from one type of documents into another documents. (For example cutting and pasting information from the Internet into a Word, Excel, PowerPoint or Access document)</li> <li>Students will be able to compare and contrast the Microsoft Ribbons used in the Microsoft Office suite.</li> </ul>	<ul style="list-style-type: none"> <li>Identify and categorize the various types of computer software.</li> <li>Identify the major components of a computer system.</li> <li>Recognize and utilize the terms used in the communications technologies.</li> <li>Define the terms field, record, table, primary key, and foreign as they related to database structure.</li> <li>Identify the process of creating a database.</li> <li>Describe the process of opening, navigating, and printing a database table.</li> <li>Describe the process of querying an existing database.</li> <li>Explain the process of printing a database.</li> </ul>	Read – Benchmark Office 2010 Chapters 3 Watch Online Lectures Chapters 3 Online Reflection Chapters 3	25	Week 17
										Concept Check • Chapter 3 (15 pts)	15	12/16/2013
										Skills Check Assessment • Chapter 3 (25 pts)	25	
Dec 16-20 FINALS WEEK (Wk 18)				<p><b>Microsoft</b> Microsoft Access</p>	<ul style="list-style-type: none"> <li>Students will be able to demonstrate an understanding of the keystroke required to complete the cutting, copying, and pasting of data from one type of documents into another documents. (For example cutting and pasting information from the Internet into a Word, Excel, PowerPoint or Access document)</li> <li>Students will be able to compare and contrast the Microsoft Ribbons used in the Microsoft Office suite.</li> </ul>	<ul style="list-style-type: none"> <li>Identify and categorize the various types of computer software.</li> <li>Identify the major components of a computer system.</li> <li>Recognize and utilize the terms used in the communications technologies.</li> <li>Define the terms field, record, table, primary key, and foreign as they related to database structure.</li> <li>Identify the process of creating a database.</li> <li>Describe the process of opening, navigating, and printing a database table.</li> <li>Describe the process of querying an existing database.</li> <li>Explain the process of printing a database.</li> </ul>	Final Exam <b>December 17, 2013 from 7:00p – 9:00 p (in class only and no makeups)</b>	100	Week 18			
									12/17/2013			

