

HUDSON VALLEY COMMUNITY COLLEGE  
TROY, NEW YORK

COURSE OUTLINE

**COURSE TITLE:** Personal Computer Concepts/Applications

**COURSE SUBJECT AND NUMBER:** Personal Computer Concepts/Applications Cmpt 101

**DEPARTMENT:** Administrative Information Technician

**CREDIT HOURS:** 3

**CONTACT HOURS:** 3

**SEMESTER COURSE IS OFFERED:** FALL/SPRING/SUMMER

**PREREQUISITES/COREQUISITES:** None

TEXT: Microsoft Office 2003 Volume I  
Grauer PH 0-13-218701-9

Navigating Blackboard  
0-13-143151-X

**Book Store Order - Packaged MS Office 2003 V1 & Navigating BB**  
**Microsoft Office 2003 Enh V1 W/BB Nav.**  
**0-13-219257-8**

**Fall 06**  
Grauer Exploring Microsoft Office 2003, Volume I, 2<sup>nd</sup> edition 0132210703

**COURSE FEES:** None

**FINAL EXAM/FINAL PROJECT:** Final Project

**IS COURSE OFFERED DISTANCE LEARNING:** No

**DATE PREPARED:** April 2004

**PREPARED BY:** Mary Pettograsso

**COURSE DESCRIPTION:**

**This course provides both a practical and conceptual background in microcomputer fundamentals. Students receive hands-on experience while learning the latest graphical interface technology and how it interacts with Word Processing, Spreadsheets, Database Management, Presentation Graphics**

and the Internet. Microsoft Windows and Windows Applications are the software products used. Lab time outside of class is required.

#### **STUDENT BEHAVIORAL OBJECTIVES:**

- ❑ Students will define and discuss key terms related to Windows and Desktop Software Applications
- ❑ Students will demonstrate an understanding of basic features and functions of the Windows operating system.
- ❑ Students will demonstrate an understanding of basic features and functions of Desktop Software Applications.

#### **ACTIVITIES AND ASSIGNMENTS**

A variety of activities/assignments will be utilized including lecture, guided in-class practice activities, assignments & projects for completion outside of class and tests. A final project will be completed the last week of class.

<b>GRADE COMPUTATION:</b>	<b>Tests</b>	<b>50%</b>
	<b>Assignments</b>	<b>25%</b>
	<b>Final Project</b>	<b>25%</b>

#### **OVERALL CONCEPTS**

1. Computer Systems and Applications
2. Software and Hardware
3. Microprocessor Storage, Access and Power

#### **WINDOWS CONCEPTS/APPLICATIONS**

1. The Desktop
2. Common User Interface (anatomy of windows, moving & sizing a window, pull-down menus)
3. The Mouse
4. Using Help Command
5. Formatting a Floppy Disk
6. Files & Folders
7. Windows Explorer (expanding & collapsing drives)
8. Basics of File Management (moving, copying & deleting files, creating back-up & write protect features)

#### **WORD PROCESSING CONCEPTS/APPLICATIONS**

1. Toolbars, Menus and Dialog Boxes
2. Creating, Saving, Retrieving and Printing Documents
3. Editing, Copying and Moving
4. Formatting and Font Styles
5. Layout of Letters and Reports
6. Using Wizards and Templates
7. Mail Merge

8. **Using Spell Checker and Other Aids**
9. **Using Word and Clipart**
10. **Importing Information from the Web**
11. **Tables**
12. **Bullets, Lists & Outlines**
13. **Page Numbers/Headers and Footers**

#### **SPREADHSEET CONCEPTS/APPLICATIONS**

1. **Toolbars, Menus and Dialog Boxes**
2. **Creating, Saving, Retrieving and Printing Worksheets**
3. **Using Formulas and Functions**
4. **Editing, Copying and Moving**
5. **Formatting for Attractive Printouts**
6. **Using Wizards, Spell Checker and other Aids**
7. **The Web and Business Applications**
8. **Making “What If?” Decisions**
9. **Charts and Graphs**
10. **Object Linking and Embedding of Charts into Documents**

#### **DATABASE CONCEPTS/APPLICATIONS**

1. **Maintaining a Database**
2. **Tables and Forms**
3. **Queries and Reports**
4. **Filters and Sorting**
5. **Using Wizards**
6. **Relational Databases and External Data**
7. **Charts**
8. **Switchboard**

#### **POWERPOINT CONCEPTS/APPLICATIONS**

1. **Creating a Presentation**
2. **Transitions and Animations**
3. **Backgrounds and Designs**
4. **Importing Information from the Web**
5. **Slide Show Tools and Slide Masters**

#### **INTERNET EXPLORER/OUTLOOK EXPRESS**

1. **Connecting to the Web**
2. **Search Engines**
3. **E-mail**

#### **SEMESTER O U T L I N E:**

**Personal Computers and Applications, Cmpt 101**

WEEK	TOPIC	ASSIGNMENTS
1	Intro to Windows Desktop: Common user interface and Windows elements; Using Help; Formatting a disk; files and folders; Windows Explorer; and Basics of File Management; Windows Media Player, Digital Photography, Windows Messenger	Chapter 1 pp. 1-64 (Red Pages) Various questions pp. 67-72
2	Word 2003: Word wrap; Hard and soft return; Word screen; Create, save, retrieve, edit, and print a document; Spell check; AutoCorrect and AutoText; Thesaurus; Grammar check	Chapter 1 pp. 73-111 (Blue Pages) Various questions pp. 112-120
3	Select-then-do method; Move and copy; Undo and redo; Find, replace, and Go to command; Scrolling; Normal and Print layout; Topography; Paragraph Formatting; Format Paragraph Commands; Column Formatting; Page Setup command; Page breaks	Chapter 2 pp. 121-166 Various questions pp. 167-174
4	Enhancing a Document: MS Clip Organizer, Insert Symbol command, WordArt; Downloading resources from the Web; MS Word and the World Wide Web, Wizards and Templates, Mail Merge	Chapter 3 pp. 175-215 Various questions pp. 216-224
5	Advanced Features: Create bulleted/numbered lists; Outlines; Create a table and insert in a document; Working in Long Documents: Page numbers, Headers and Footers, Sections, Table of Contents, Index, Go To Command.	Chapter 4 pp. 225-271 Various questions pp. 272-279
6	Excel 2003: Spreadsheet concepts and applications; Enter data in cells; Formulas constants, and functions; Insert rows and columns; Page Setup; Copy command; Move operation; Formatting cells; Borders and shading; relative vs. absolute addresses; Print worksheets	Chapter 1 pp. 281-335 (Green Pages) Various questions pp. 336-344
7	Employee Payroll; relative vs. absolute addresses; Fill handle; Excel and the Internet; Web Queries; Hyperlinks; Save as web page	Chapter 2 pp. 345-377 Various questions pp. 378-388
8	Chart types; Create charts: Pie, Column, Bar, Stacked Column Charts; Chart wizard; Multiple data series; Object linking and embedding	Chapter 3 pp. 389-429 Various questions pp. 430-438
9	Use of spreadsheets in decision making; PMT function and arguments; Goal seek command; Statistical Functions:	Chapter 4 pp. 439-485

	AVERAGE, MAX, MIN, COUNT, IF and VLOOKUP functions; Freezing panes, Hiding Rows and Columns, AutoFilter Command	Various questions pp. 486-496
<b>10</b>	Access 2003: Define database, field, record, table; Describe the database window and objects; Add, edit, and delete records; Describe the record selector; Explain saved changes and the importance of data validation in table maintenance; Apply a filter; Sort a table; Describe a relational database; Identify the one-to-many relationships	Chapter 1 pp. 497-534 (Purple Pages) Various questions pp. 535-543
<b>11</b>	Tables and Forms: Create a Table: Design, Properties, Views, and Wizards; Discuss the three guidelines used in the design process; Describe how to design a table and the data types and properties available; Set primary key; Use table wizard; Add and delete fields; Create a Form: Use form wizard; Distinguish between a bound, unbound, and calculated control; Modify existing form to include combo box, command buttons, and color; Switch between the Form view, Design view, and Datasheet view; Use a form to add, edit, and delete records in a table	Chapter 2 pp. 545-586 Various questions pp. 587-597
<b>12</b>	Info from the Database; Reports and Queries; Describe various types of reports; Use Report Wizard; Describe the various views; List the sections in a report; Differentiate between a query and a table; Create a Select Query; Explain the use of multiple criteria rows to implement AND and OR conditions; Define and create an action query; List the different types of action queries; Create a Crosstab query	Chapter 3 pp. 599-647 Various questions pp. 648-656
<b>13</b>	Create and describe the one-to-many relationship; Import and/or link data from an external source; Export database objects to an Excel workbook; Create and modify a multiple-table select query; Use aggregate functions to create a totals query; Use the Switchboard Manager to create and modify a switchboard; Use Access utilities	Chapter 4 pp. 657-695 Various questions pp. 696-704
<b>14</b>	PowerPoint 2003: Presentations made easy; Open, modify, and view an existing presentation; Describe the different ways to print a presentation; List different views in PowerPoint; Use outline view to create and edit a presentation; Display and hide text within the outline view; Add a new slide; Use the Clip Organizer, WordArt, and Drawing Toolbar; Apply a design template; Apply a Design Template; Add transition effects; Apply custom animations; Insert user comments	Chapter 1 pp. 705-758 (Orange Pages) Various questions pp. 759-768
<b>15</b>	PowerPoint and the Internet; Use Photographs, File Formats, and File Folders, Transitions and Animations; The Auto-Content Wizard.	Chapter 2 pp. 769-814 Various questions pp. 815-824

16 Intro to Internet and World Wide Web: Channels, Internet Explorer, Favorites, Hypertext documents, Use Search Engines, URLs, E-mail; Commercialization of Cyberspace; Intro to HTML

Chapter 1  
pp. 825-878  
(Grey Pages)  
Various questions  
pp. 879-888

### FINAL PROJECT

**UNDER THE GUIDELINES OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT (ADA), THE COLLEGE IS REQUIRED TO PROVIDE REASONABLE ACCOMMODATIONS TO STUDENTS WITH DISABILITIES. IN COORDINATION WITH THE DISABILITY RESOURCE CENTER AND THE LEARNING DISABILITIES SPECIALIST, REASONABLE ACCOMMODATIONS WILL BE PROVIDED FOR QUALIFIED STUDENTS WITH DISABILITIES. IF YOU HAVE A DIAGNOSED DISABILITY THAT MIGHT AFFECT YOUR PERFORMANCE IN THE CLASS, PLEASE MEET WITH THE INSTRUCTOR AS SOON AS POSSIBLE. THIS INFORMATION WILL BE KEPT CONFIDENTIAL. THE DRC IS LOCATED IN THE NORTHWEST END OF THE CAMPUS CENTER, ROOM 112, BY PHONE 629-7154, TDD 629-7569. THE LEARNING DISABILITY SPECIALIST IS LOCATED IN THE LAC IN THE MARVIN LIBRARY, BY PHONE 629-7552.**