

**Course Name:
PC Applications Software**

**Course No.:
ADV121**

I. COURSE DESCRIPTION:

This course is designed to provide the student with a sound working knowledge of and a high degree of skill in the use of word processing, spreadsheet and multimedia presentation software for the purpose of developing techniques related to the creation of effective Internet Web pages.

Students will learn to use Microsoft Word 2000 to create sophisticated documents in addition to publishing effective Internet Web pages. In doing so, students will learn to create standard form letters, templates and newsletters.

Microsoft Power Point will be used to create advanced multi media presentations that will also be published as Internet Web pages.

Students will also be exposed to Microsoft Excel, which will allow them to organize and store graphic images and then incorporate a combination of these images (as well as the actual spreadsheet) into Word and Power Point documents.

Modern computer applications now include audio, images, graphics and video as well as text based information. Students will therefore be expected to use the different multimedia file types within the above software applications to create and deliver an effective multi-media presentation that demonstrates their skill and interpersonal skills to potential employers.

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II. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE:

A. Learning Outcomes:

1. Demonstrate the use of Word 2000 to create documents and newsletters.
2. Demonstrate use of Word 2000 to publish Internet web pages.
3. Use Power Point to create effective slid and multi media presentations.
4. Demonstrate the use of Power Point to publish Internet pages.
5. Demonstrate the use of Excel Spreadsheets and the ability to incorporate them in to other documents.

B. Learning Outcomes with Elements of Performance:

Upon successful completion of this course the student will demonstrate the ability to:

1. Demonstrate the use of Word 2000 to create documents and newsletters.

Potential elements of the performance:

- Learn to create, edit, format, save and print documents.
- Learn to copy and move text within and between documents.
- Insert text and images
- Learn to use spell and grammar check features.
- Create and use tables
- Use text animation
- Set up margins and tabs.
- Use headers and footers
- Use wizards and predefined templates
- Create custom forms.
- Use WordArt and graphics to create effective newsletters.
- Insert and work with graphics within a document.
- Learn the use of mail from within Word

This learning outcome will constitute 25% of the course grade.

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2. Demonstrate use of Word 2000 to publish Internet web pages.

Potential elements of the performance:

- Integrate documents, text and graphics from the Internet into Word so as to create newsletters and bulletins.
- Understand basic HTML
- Learn to save a Word document as a Web page.
- Insert hyper links into a Word document.
- View documents with an Internet browser.
- Use all the functionality of Word 2000 to publish a system of Web pages for the Internet.

This learning outcome will constitute 20% of the course grade.

3. Demonstrate the use Power Point to create effective slid and multi media presentations.

Potential elements of the performance:

- Understand the Power Point window and Toolbar
- Use design templates.
- Insert text and titles into a slide.
- Format text size and font color.
- Insert and move graphics on a slide.
- Use animated charts and voice narration.
- Insert sound and video into a slide.
- Animate text presentation in a slide.
- Insert, delete and re order slides.
- Use bullets and charts in a slide.
- Create slide backgrounds using pictures.
- Work with slides in OUTLINE VIEW
- Save and run a slide show.
- Change background and foreground colors on a slide.
- Set an automatic slide show to run continuously.

4. Demonstrate the use of Power Point to publish Internet Web

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pages.

Elements of the performance:

- Capture sound, graphics and text from the Internet to insert onto a slide.
- Create interactive presentations.
- Publish slides as a series of web pages.
- Use custom animation.
- Set up action buttons and hyper links.
- Save as a web animation file and imbed into web pages.
- Learn about Power Point Viewer.
- Learn to create a complete Web based presentation using Power Point and the Internet.

This learning outcome will constitute 15% of the course grade.

5. Demonstrate the use of Spreadsheets and how to incorporate them within other documents.

Potential elements of the performance:

- Create and save a simple spreadsheet.
- Work with formulae.
- Work with absolute and relative cell references.
- Work with various graphics images created by spreadsheets.
- Incorporate spreadsheets and their associated graphics images within Power Point and Word documents.

This learning outcome will constitute 20% of the course grade.

	TOPICS	Approximate Time
1.	Working with Word 2000	4 Weeks
2.	Publish Word 2000 Documents in HTML	2 Weeks
3.	Working with Power Point 2000	3 Weeks
4.	Publishing Power Point material	2 Weeks
5.	Working with Excel Spreadsheets	2 Weeks
6.	Produce and Present a Final Project	2 Weeks ++

IV. Required Student Resources

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TEXT: "Exploring Microsoft Office 2000 Professional" , Grauer and Barber ,
Prentice Hall

At least five (5) 3.5" floppy disks @ 1.44 Meg
On Line Help and Student Resource Files
Internet Research
Lecture Notes and Printed Handouts

V. EVALUATION PROCESS/GRADING SYSTEM

Tentative Breakdown*:

The marks for this course will be arrived as follows:

Tests and Quizzes

- Word 2000 Quiz(s) **15%**
- Power Point Quiz(s) **15%**
- Excel Quiz(s) **10%**

Lab Assignments

- Word 2000 Assignment(s) **15%**
- Power Point Assignment(s) **15%**
- Excel Spreadsheet Assignment(s) **10%**

Major Project and Presentation **20%**

***Some Minor modifications to the above percentages may be necessary. The professor reserves the right to adjust the mark up or down 5% based on attendance, participation, leadership, and creativity and whether there is an improving trend.**

ATTENDANCE:

- In order to remain up to date with the delivery of course material students will be required to do the following:

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- Be present for each class.
- Report to class within 5 minutes of the scheduled start time.
- Bring the required course text and resource materials.
- Sign the class attendance book at the beginning of each class.
- Any student who is absent for 3 or more times without any valid reason or effort to resolve the problem will result in either of :
 - a) marks being deducted
 - b) his / her removal from the course.

ASSIGNMENTS

- All Assignments must be completed satisfactorily to complete the course.
- Assignments will not be accepted past the designated due date unless there are documented, legitimate circumstances.

TESTS

- The professor reserves the right to adjust the number of tests, practical tests and quizzes. Students will be given prior notice to any changes.
- All course material (electronic lessons, classroom lectures, printed handouts etc...) are subject to evaluation and may be used in the creation of tests and quizzes. If not in class at the time of their delivery it will be the student's responsibility to obtain the information.
- Written tests will be conducted as deemed necessary; generally at the end of each block of work, and will be announced in advance.
- Quizzes may be conducted without advance warning.
- Students who are absent on the day of a test or quiz will be marked absent and given a failing grade for the evaluation.
- Students who provide a signed written statement that explains their absence (to the satisfaction of the course professor) will be granted a one time opportunity to write the missing test or quiz. This opportunity will be scheduled at the discretion of the course professor.

GRADING SCHEME

A+	90 – 100%	Outstanding Achievement
A	80 - 89%	Excellent achievement
B	70 - 79%	Average Achievement

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C	60 - 69%	Satisfactory Achievement
U	Incomplete: Course work not complete at Mid-term. (Only used at mid-term)	
R	Repeat	
X	A temporary grade that is limited to instances where special circumstances have prevented the student from completing objectives by the end of the semester. An X grade must be authorized by the Chairman. It reverts to an R if not upgraded in an agreed-upon time, less 120 days.	

UPGRADE OF INCOMPLETE WORK

- When a student's course work is incomplete or below 55%, there is the possibility of upgrading to a pass when the student's performance warrants it. Attendance and assignment completion will have a bearing on whether upgrading will be allowed.
- The method of upgrading is at the discretion of the teacher and may consist of one or more of the following options:
 - assigned make-up work
 - re-doing assignments
 - re-writing of tests
 - writing a comprehensive supplemental examination.
- A failing grade will remove the option of any upgrading and an R grade will result.
- Where a student's overall performance has been consistently Unsatisfactory, an R grade may be assigned without the option of make-up work.

VI. SPECIAL NOTES:

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Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

NOTE: The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and/or the class, as well as availability of resources. Substitute course information is available in the Registrar's office.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.