
Course Description:

This course provides an overview of microcomputer applications including a brief introduction to computer concepts, Microsoft Windows 7, Microsoft Office 2010, Microsoft Word 2010, Microsoft Excel 2010, Microsoft Access 2010, Microsoft PowerPoint 2010, and Microsoft Outlook 2010.

Text: Microsoft Office 2010: Introductory
ISBN-13: 978-1-4390-7838-9 / ISBN-10: 1-4390-7838-6
Online Companion: scsite.com/office2010

Course Outline**Assignment Descriptions:**

Learn It Online (LIO): Learn It Online is a series of online exercises that test students' knowledge of chapter content and key terms.

Apply Your Knowledge (AYK): Apply Your Knowledge is an assignment that helps students reinforce their skills and apply the concepts learned in a chapter.

Extend Your Knowledge (EYK): Extend Your Knowledge is an assignment that challenges students to extend the skills learned in a chapter and to experiment with new skills. Students may need to use Help to complete the assignment.

Make It Right (MIR): Make It Right is an assignment that asks students to analyze a document and correct all errors and/or improve the document's design.

Cases and Places (CP): Cases and Places is a series of assignments in which students apply creative thinking and problem-solving skills to design and implement solutions.

In the Lab (Lab): In the Lab is a series of assignments that ask students to design and/or format a document using the guidelines, concepts, and skills presented in a chapter. The labs are listed in order of increasing difficulty.

| Week | | Assignment |
|------|--|------------------|
| 1 | Introduction | |
| | Read Intro to Computers and Office 2010 and Windows 7: Essential Concepts and Skills | LIO |
| 2 | Word | |
| | Read Chapters 1 and 2 | EYK, AYK, MIR |
| 3 | Word | |
| | Read Chapter 3 | Cases and Places |
| 4 | PowerPoint | |
| | Read Chapters 1 and 2 | AYK, MIR, EYK |
| 5 | PowerPoint | |
| | Read Chapter 3 | LIO |
| 6 | Excel | |
| | Read Chapters 1 and 2 | Cases and Places |
| 7 | Excel | |
| | Read Chapter 3 | LIO |
| 8 | Access | |
| | Read Chapters 1 and 2 | EYK, AYK, MIR |
| 9 | Access | |
| | Read Chapter 3 | Cases and Places |
| 10 | Outlook | |
| | Read Chapters 1 and 2 | AYK, EYK, MIR |
| 11 | Review | |
| | Complete Take Home practice exam | |
| 12 | Final Test | |