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**MICROCOMPUTER APPLICATIONS—BUSINESS
(MABS 60)**

January 18, 2011 – May 24, 2011

Tuesdays 6 p.m. – 9 p.m.

Location: Cloud 109

Textbook

GO! With Microsoft Office 2007, Customized edition, Shelly Gaston, Series Editor; Pearson Prentice Hall, 2009.

Supplies

Flash Drive for files
Folder for materials

Classroom Procedures

Bring your textbook to class each class period for reference, though you will usually not complete homework assignments in class. Read the lessons **before** you come to class.

Homework Hints

Almost all the assignments are hands-on, which means you must complete them using a computer at home, at work, or in the Business Computing Lab (Cloud 111) using Office 2007. To do well in this class, plan to spend at least **three hours** a week on hands-on homework and practice.

Contents

This course will cover Windows XP basics, Word 2007, Excel 2007, Access 2007, and PowerPoint 2007. These features include creating documents, selecting and editing text, moving and copying text, using the spell checker, and the grammar checker, formatting documents, creating and editing worksheets and charts, creating and manipulating databases, and creating presentations.

Attendance

To maximize learning, you need to attend all classes. If you must be absent, please go to the lab to complete any work missed and turn it in at the next class meeting.

Turning in print-outs

Homework printouts are graded as a group. Be sure to turn in all assigned work together, labeled with the exercise name and number, and in order. Assignments receive **no credit** if turned in **more than one class late**.

Disabled Students Program and Services

The DSPS office is located in Rosenberg Library, Room 323. The telephone number is (415) 452-5481.

Evaluation

Projects	35%
Problem Solving and Problems	35%
Quizzes	15%
Final Project	15%

ASSIGNMENT SHEET

Additional assignments may be added to those assignments listed.

Week 1
(1/18) Introduce course.
Discuss features of the textbook.
Complete Computer Concepts, Chapter 4.

Week 2
(1/25) Complete Windows XP Chapter 1.

Week 3
(1/31) **Quiz** based on Windows XP.
Read and complete Word, Chapter 5.
Turn in Projects 5E, 5G, & 5O.

Week 4
(2/1) Read and complete Word, Chapter 6.
Turn in Projects 6D & 6I.

Week 5
(2/8) Read and complete Word, Chapter 7.
Turn in Projects 7D & 7F.

Week 6
(2/15) **Catch up.**
Read and complete Word, Chapter 8.

Week 7
(2/22) **Turn in** Project 8I.
Quiz based on **Word**.

Week 8
(3/1) Begin Excel, Chapter 9.
Turn in Project 9B.

Week 9
(3/8) Complete Excel, Chapter 10.
Turn in Problem Solving 10K. (**Group project**).

Week 10
(3/15) Read Excel, Chapter 11
Turn in Problem Solving 11K.
Midterm Exam

Week 11
(3/22) Read and complete Access, Chapter 12.

Week 12
(3/28) **SPRING VACATION**

Week 13 (4/5)	Turn in 12E, 12G, & 12J.
Week 14 (4/12)	Catch up. Complete Access, Chapter 13.
Week 15 (4/19)	Turn in Project 13G. Complete Access, Chapter 14.
Week 16 (4/26)	Turn in Projects 14G & 14H. Read and complete PowerPoint, Chapter 15.
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Week 17 (5/3)	Turn in Projects 15I. Read and complete, Chapter 16.
Week 18 (5/10)	Turn in 16G. Finish PowerPoint
Week 17 (5/17)	Begin Final Project
Week 18 (5/24)	Final Project due