



HOUSTON COMMUNITY COLLEGE SOUTHWEST

Windows and Office Basics ITSC 1006

Date and Time of class: _____

Class CRN: _____

Instructor's Name: _____

School Site: _____

Phone number: _____

HOUSTON COMMUNITY COLLEGE • SOUTHWEST COURSE SYLLABUS

Windows and Office Basics ITSC 1006

A study of microprocessor architecture, file creation/deletion, data entry and manipulation, automatic file execution, configuration, and directory commands. This course offers students an overview of Microsoft Windows operating system as well as the basic features of Microsoft Word and Excel. This hands-on class is designed for people who don't want the information age to pass them by!

COURSE OBJECTIVE:

The purpose of this training is to help ***you*** develop the fundamentals of Microsoft Windows, Word and Excel. We will show you how to do the most common tasks, provide you with tips, and point you to some of the fun and exciting new features that come with working with computers.

GOALS:

To use the various features of the Windows operating system, and to perform basic tasks in Word and Excel including:

- Students will learn to properly turn on and off a PC
- Students will learn how to operate a mouse, use the keyboard and printers.
- Students will learn how to navigate within the Windows environment
- Students will learn how to use the shortcut buttons on the Word standard and formatting toolbars
- Students will learn how to use the shortcut buttons on the Excel standard and formatting toolbars

LEARNING OUTCOMES:

Students will demonstrate mastery of these objectives by successfully completing all hands-on labs that are specific to each unit goal. Students will recognize differences among microprocessor types; create, copy, and delete files; enter and edit data; execute programs; and use appropriate file structure commands. Upon completion of the course, students will be able to:

- Recognize differences among microprocessor types
- Create, copy, and delete files
- Enter and edit data
- Execute programs
- Use appropriate file structure commands

PREREQUISITE:

A willingness to learn.

REQUIRED TEXTBOOK:

None

COURSE REQUIREMENTS AND EXPECTATIONS:

This is a 12-hour instructor guided course. Student will complete hands-on, in-class assignments.

ATTENDANCE:

To fully benefit from the class, students are expected to attend all classes.

REQUIREMENTS FOR COURSE COMPLETION CERTIFICATE:

To receive a Certificate of Completion and Continuing Education Units, students must meet the following requirements:

- Attend at least 80% of scheduled class time
- Complete the course labs demonstrating 80% mastery of course concepts or equivalent skills demonstration to instructor.

CELL PHONES AND PAGERS:

Cell phones and pagers are very disruptive during class. They must be turned off or set to mute while in the classroom or student lab.

ADDITIONAL LEARNING OPPORTUNITIES

The Houston Community College System has outlined instructional goals in the strategic plan, Building a Learning College, 2000-2003. This course complies with these goals in the following manner:

OPPORTUNITIES FOR STUDENT-FACULTY INTERACTION:

Students are encouraged to ask questions and request clarification or guidance as needed during class. A question and answer period is always provided.

OPPORTUNITIES FOR CAREER EXPLORATION:

Topics relevant to future employment and career exploration opportunities will be presented to the students.

OPPORTUNITIES FOR SUPPLEMENTAL INSTRUCTION:

Students are informed of instructional aids and resources, including books, other publications, and web sites relevant to the course.

SPEAKER FORUM:

At the discretion of the instructor, speakers may be invited to address the class on pertinent topics.

WITHDRAWAL AND REFUND POLICY:

Please refer to your schedule for withdrawal and refund policy.

DISABILITY SERVICES:

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office. The Southwest College Disability Services Office phone number is 713-718-7218.

Course Content

Microsoft Windows

- The Windows Operating System
- Using the Start menu
- Using Help
- Peripherals: Printer, mouse and keyboard
- Saving a document
- My Computer folder
- Personalizing Windows

Microsoft Word

- Opening Word
- The Standard toolbar
- The Formatting Toolbar
- Saving a document

Microsoft Excel

- Opening Excel
- The Standard toolbar
- The Formatting Toolbar
- Creating a Formula
- Saving a document

Student Evaluation

Students will produce a Word document demonstrating mastery of formatting features. Students will also create an Excel spreadsheet demonstrating formatting skills and formula construction.