

## OHS Microcomputer Applications II Course Syllabus

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**Text:** Century 21 Computer Keyboarding 8th Edition  
**Daily Materials:** Pen/Pencil, Student Portfolio

**Course Description:** Students will gain a broad view of various computer applications and functionalities available using Microsoft Office applications. Students will develop proficiency and accuracy using correct keyboarding techniques. In addition to mastering the keyboard, students will understand proper document formats, utilize various computer applications implemented in the corporate world, and incorporate simulations reflecting current technology and actual job situations.

**Course Objectives:** The primary objective of this course is to help the student learn how to keyboard with proficiency and accuracy using correct keyboarding techniques. In addition to mastering the keyboard, students will learn proper formatting of two-page letter styles, reports, spreadsheets, and brochures. Students will design spreadsheets, create databases, develop presentations, and produce a movie.

**Expectations of Students in the Classroom:** Your academic attitude is a major factor in your success. You share responsibility for creating a productive learning environment. This responsibility includes behaving courteously and respectfully toward your instructor and your classmates and becoming self-disciplined in your learning. To create a productive learning experience for you and all students, you should:

- **Attend class and pay attention.** If you have difficulty understanding the presented material, ask the instructor to assist you.
- **Not talk with other classmates while the instructor or another student is speaking.** If you have a question or comment, please raise your hand, rather than start a conversation with your neighbor. Others in the class may have the same question.
- **Show respect and concern for others by not monopolizing class discussion.** Allow others time to give their input and ask questions. Do not stray from the topic of class discussion.
- **Avoid audible and visible signs of restlessness.** These are both rude and disruptive to the rest of the class.
- **Focus on class material during class time.** Talking to others, completing work for another class, exploring the internet, etc., are disruptive and unacceptable.

### Policies:

1. Attendance is expected. An attendance grade will be calculated each marking period based on the number of class periods missed. Perfect attendance will result in a grade of 100. Each class missed will reduce this grade by 5 points.
2. All assignments must be completed and handed in on the assigned date.

3. Timed Writings/Quizzes will be given throughout the course. No credit will be given for missed timed writings/quizzes.
4. Tests will be given at the conclusion of each course topic/unit. The material on the tests will come from the class notes, the lectures, and the in-class discussions. The test may include True/False, Multiple Choice, Definitions, Problems, and Essays.
5. Grades will be based accordingly:

Class Assignments – 50%  
 Timed Writings/Quizzes – 15%  
 Tests – 25%  
 Attendance – 10%

6. Olean High School Student-Parent Handbook will be followed at all times. Students are responsible for knowing the contents of the handbook.

### Tentative Course Topics

<i>Topic</i>
Keyboard
Skill Building / Timed Writings
Microsoft Word <ul style="list-style-type: none"> <li>▪ Letters</li> <li>▪ Reports</li> <li>▪ Mailings</li> <li>▪ Envelopes</li> </ul>
Microsoft Publisher <ul style="list-style-type: none"> <li>▪ Letterheads</li> <li>▪ Logos</li> <li>▪ Business Cards</li> <li>▪ Brochures</li> <li>▪ Menus</li> </ul>
Microsoft Excel <ul style="list-style-type: none"> <li>▪ Spreadsheet Design</li> <li>▪ Implement Formulas</li> <li>▪ Create Charts</li> </ul>
Microsoft PowerPoint <ul style="list-style-type: none"> <li>▪ Create Presentations with Animation</li> <li>▪ Design Charts and Tables</li> <li>▪ Develop Flowcharts and Organization Charts</li> </ul>
Microsoft Access <ul style="list-style-type: none"> <li>▪ Create and Maintain a Database</li> <li>▪ Design Reports</li> </ul>
Windows Movie Maker <ul style="list-style-type: none"> <li>▪ Produce a Movie including sound</li> </ul>

<b>January</b>	<b><u>Topic Content</u></b>  Microsoft Excel Microsoft ACCESS ~creating spreadsheets ~copying spreadsheets ~moving data ~formatting values ~sum function ~fill commands ~class database
<b>February</b>	Microsoft Word Microsoft Excel Microsoft ACCESS ~spreadsheet review ~database orientation ~creating database tables ~sorting and querying ~database reports ~database formulas ~database simulation
<b>March</b>	Windows Movie Maker Scanner Monthly Folders DVD - music (CD/DVD) ~scanning pictures ~organizing photos ~thumbnail collections ~volume of collections ~music without a download
<b>April</b>	Breeze PowerPoint Internet ~multi-media presentations ~gathering information ~plagiarism ~authentic sources ~citing sources
<b>May</b>	Microsoft Producer Tutorials Office Training ~using Microsoft tutorial ~training others to use Microsoft Producer
<b>June</b>	Review of all softwares Review for final exam

	Final Exam
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