

# CS 105: Computer Explorations Syllabus

Instructor: Mr. McClellan

Immaculate Heart High School, Fall 2009

Open Lab Hours: After school in the library or by appointment

Office Hours: Mondays 2:30 to 3:30 PM in my office (Admin. Bldg.);

Tuesdays and Thursday in computer lab (SB3)

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## *Course Description*

The course is designed to help students gain experience and mastery of a variety of software applications as well as a working knowledge of computer-based technology. You will use common software such as Microsoft Office to complete projects that require problem solving skills. You will complete various multilayered assignments that will help you understand theories and applications of technology in a variety of real world situations, especially as they pertain to your coursework at Immaculate Heart.

## *Required Materials*

- **\$10 course fee for materials**
- **A notebook or folder** for your handouts and coursework
- **USB Flash Drive** (1 Gb minimum)

## *Assignments*

Assignments will include both group and individual projects. In addition, you will have a number of short response homework/discussion papers. Quizzes will include basic and advanced vocabulary and software concepts. The final exam will consist of a comprehensive project that encompasses all of your work over the course of the class.

Following is a list of the topics included in the course:

- Computer concepts and network structures
- Ethics and responsible use of technology
- Web research methodology
- Microsoft Office basics and advanced formatting
- Presentation Skills

## *Class Policies*

Most of your work will be done in class, so a majority of your grades will come from these in-class exercises. Quizzes and homework will be assigned points that reflect the time I expect you to spend on them. Other grading factors will be based on your participation and conduct during class time.

*NOTE: Excessive tardies and/or absences may affect your grade.*

## *Computer Explorations - Class Project Outline 2009-2010*

- Word** Report Formatting, margins, spacing, fonts, headers/footers, page numbering, tools, document properties, tables, conversion to pdf, printing control, image control, text boxes, watermarks, templates (Ven diagrams, Brochures/Newsletters), columns, borders, Smart tags, table of contents, dropcaps  
**PROJECTS: LETTER & RESUME, NEWSLETTER/BROCHURE**
- Excel** Basic and advanced formulas, autofill, cell ranges, charts & graphs, data analysis, formatting numbers, functions, multiple worksheets, lists  
**PROJECTS: ENVIRONMENT DATA RESEARCH & ANALYSIS**
- PowerPoint** Font & color rules, Automatic animation, presentation skills, bibliography, clipart, printing handouts, chart/graphs, linking to outside documents/web sites, sound/video formats, advanced control toolbar, conversion to other formats for delivery, use of PowerPoint on a SmartBoard  
**PROJECTS: RESEARCH ACADEMIC TOPIC USING KEY ELEMENTS OF PROGRAM**
- Digital Images** Understanding digital images, parts of cameras, resolution, size, transfer to computer  
**PROJECTS: TBA**
- Other Units** Security & privacy while using the Internet (including social networking and texting)  
Copyright Laws  
Troubleshooting your computer  
Basic and advanced computer terminology  
Social Bookmarking for research  
Other topics TBA