



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Computer Applications for Professionals
Course Number: ITD122

Required Materials

Textbook(s): You do not need to go to the bookstore to purchase materials for this class. This class participates in Instant Access. Your account will be charged for the book after the first week of classes (see the email to your SSC account from the College Store for more information). Once you have access to our Blackboard course and create your SIMNet account, you will have access to the textbook and all assignments.

Required Readings: None

Additional Materials: Office 2021 OR Office 365 software (includes Word, PowerPoint, Excel, and Access)

NOTE 1: You cannot complete this class using a Google Chromebook. You must have a device that uses the Windows Operating System.

NOTE 2: If you are using a MAC computer with the MAC operating system (OS), you will **NOT** have **ACCESS** (as it is **not** available to run on the MAC OS). You **MUST** use a computer with the **WINDOWS OS** in order to have the Microsoft Access product. Additionally, the instructions in the textbook are for MS Office on the **Windows Operating System**. MS Office appears differently on the MAC Operating System. If you choose to use a Mac OS for this class, it is **your** responsibility to manage the differences. Contact your instructor for more information regarding using a Mac computer for this class.

Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

16- Week Calendar

Week	Chapter/Topic/Lab
Week 1	<ul style="list-style-type: none"> • Syllabus Quiz • Honesty in Learning Quiz • Intro to Windows Chapter SIMbook • Windows Test • Word Ch 1 SIMbook
Week 2	Word Ch 1 Assignments <ul style="list-style-type: none"> • Pause & Practice • Word Ch 1 Guided Project 1-2 • Word Ch 1 Quiz Word Ch 2 Assignments <ul style="list-style-type: none"> • Word Ch 2 Formatting & Customizing Documents SIMbook
Week 3	Word Ch 2 Assignments <ul style="list-style-type: none"> • Pause & Practice • Word Ch 2 Guided Project 2-1 • Word Ch 2 Quiz Computer Concepts Word Ch 3 Assignments <ul style="list-style-type: none"> • Ch 3 Collaborating with Others and Working with Reports SIMbook
Week 4	Word Ch 3 Assignments <ul style="list-style-type: none"> • Pause & Practice • Ch 3 Guided Project 3-1 • Ch 3 Quiz Word Ch 4 Assignments <ul style="list-style-type: none"> • Ch 4 Using Tables, Columns, and Graphics SIMbook
Week 5	Word Ch 4 Assignments <ul style="list-style-type: none"> • Pause & Practice • Ch 4 Guided Project 4-2 • Ch 4 Quiz Word Test Excel Ch 1 Assignments <ul style="list-style-type: none"> • Excel Ch 1 Creating and Editing Workbooks SIMbook
Week 6	Excel Ch 1 Assignments <ul style="list-style-type: none"> • Pause & Practice • Ch 1 Guided Project 1-3 • Ch 1 Quiz Computer Ethics Excel Ch 2 Assignments <ul style="list-style-type: none"> • Excel CH 2 Working with Formulas and Functions SIMbook
Week 7	Excel Ch 2 Assignments <ul style="list-style-type: none"> • Puase & Practice • Ch 2 Guided Project 2-3 • Ch 2 Quiz Excel Ch 3 Assignments <ul style="list-style-type: none"> • Excel Ch 3 Creating and Editing Charts SIMbook
Week 8	Excel Ch 3 Assignments <ul style="list-style-type: none"> • Pause & Practice • Ch 3 Guided Project 3-3 • Ch 3 Quiz Excel Test Acces Ch 1 Assignments

Week	Chapter/Topic/Lab
	<ul style="list-style-type: none"> Access Ch 1 Creating a Database and Tables
Week 9/10	Access Ch 1 Assignments <ul style="list-style-type: none"> Pause & Practice Ch 1 Guided Project 1-2 Ch 1 Quiz Access Ch 2 Assignments <ul style="list-style-type: none"> Access Ch 2 Using Design View, Data Validation, and Relationships SIMbook
Week 11	Access Ch 2 Assignments <ul style="list-style-type: none"> Pause & Practice Ch 2 Guided Project 2-1 Ch 2 Quiz Technology Impact Business Access Ch 3 Assignments <ul style="list-style-type: none"> Access Ch 3 Creating and Using Queries SIMbook
Week 12	Access Ch 3 Assignments <ul style="list-style-type: none"> Pause & Practice Ch 3 Guided Project 3-2 Ch 3 Quiz Access Test PowerPoint Ch 1 Assignments <ul style="list-style-type: none"> PowerPoint Ch 1 Creating and Editing Presentations SIMbook
Week 13	PowerPoint Ch 1 Assignments <ul style="list-style-type: none"> Pause & Practice Ch 1 Guided Project 1-2 Ch 1 Quiz Computer Crime PowerPoint Ch 3 Assignments <ul style="list-style-type: none"> PowerPoint Ch 3 Preparing Delivery and Using Slide Presentation
Week 14	PowerPoint Ch 3 Assignments <ul style="list-style-type: none"> Pause & Practice Ch 3 Guided Project 3-1 Ch 3 Quiz
Week 15	Powerpoint Test
Week 16	Open Lab – Work on Comprehensive Final Project

8- Week Calendar

Week	Chapter/Topic/Lab
Week 1	<ul style="list-style-type: none"> Syllabus Quiz Honesty in Learning Quiz Intro to Windows Chapter, Office, File Management SIMbook
Week 2	Word Ch 1 Assignments <ul style="list-style-type: none"> Ch 1 Creating and Editing Documents SIMbook Pause & Practice Word Ch 1 Guided Project 1-2 Word Ch 1 Quiz Word Ch 2 Assignments <ul style="list-style-type: none"> Ch 2 Formatting & Customizing Documents SIMbook Pause & Practice

Week	Chapter/Topic/Lab
	<ul style="list-style-type: none"> • Ch 2 Guided Project 2-1 • Ch 2 Quiz
Week 3	<p>Computer Concepts</p> <p>Word Ch 3 Assignments</p> <ul style="list-style-type: none"> • Ch 3 Collaborating with Others and Working with Reports SIMbook • Pause & Practice • Ch 3 Guided Project 3-1 • Ch 3 Quiz <p>Word Ch 4 Assignments</p> <ul style="list-style-type: none"> • Ch 4 Using Tables, Columns, and Graphics SIMbook • Pause & Practice • Ch 4 Guided Project 4-2 • Ch 4 Quiz <p>Word Test</p>
Week 4	<p>Excel Ch 1 Assignments</p> <ul style="list-style-type: none"> • Excel Ch 1 Creating and Editing Workbooks SIMbook • Pause & Practice • Ch 1 Guided Project 1-3 • Ch 1 Quiz <p>Computer Ethics</p> <p>Excel Ch 2 Assignments</p> <ul style="list-style-type: none"> • Excel Ch 2 Working eith Formulas and Functions SIMbook • Pause & Practice • Ch 2 Guided Project 2-3 • Ch 2 Quiz
Week 5	<p>Excel Ch 3 Creating and Editing Charts SIMbook</p> <ul style="list-style-type: none"> • Pause & Practice • Ch 3 Guided Project 3-3 • Ch 3 Quiz <p>Excel Test</p>
Week 6	<p>Access Ch 1 Assignments</p> <ul style="list-style-type: none"> • Access Ch 1 Creating a Database and Tables SIMbook • Pause & Practice • Ch 1 Guided Project 1-2 • Ch 1 Quiz <p>Access Ch 2 Assignments</p> <ul style="list-style-type: none"> • Access Ch 2 Using Design View, Data Validation, and Relationships SIMbook • Pause & Practice • Ch 2 Guided Project 2-1 • Ch 2 Quiz <p>Technology Impact Business</p>
Week 7	<p>Access Ch 3 Assignments</p> <ul style="list-style-type: none"> • Access Ch 3 Creating and Using Queries SIMbook • Pause & Practice • Ch 3 Guided Project 3-2 • Ch 3 Quiz <p>Access Test</p>
Week 8	<p>PowerPoint Ch 1 Assignments</p> <ul style="list-style-type: none"> • PowerPoint Ch 1 Creating and Editing Presentations SIMbook • Pause & Practice • Ch 1 Guided Project 1-2 • Ch 1 Quiz <p>Computer Crime</p>

Week	Chapter/Topic/Lab
	<p>PowerPoint Ch 3 Assignments</p> <ul style="list-style-type: none">• PowerPoint Ch 3 Preparing for Delivery and Using a Slide Presentation SIMbook• Pause & Practice• Ch 3 Guided Project 3-1• Ch 3 Quiz <p>PowerPoint Test</p> <p>Comprehensive Project (Word, Excel, and PowerPoint)</p>