

Explore

Spring 2003

Syllabus	Day 1
Classroom Procedures PowerPoint	
About CSI Explore PowerPoint	
Course Survey	
Log on to server and Test Program (Rm 112)	Day 2
Journal (last 5 minutes of every class)	
Pretest	Day 3
Computer History (History Channel) video	Day 4
Computer History PowerPoint	Day 5
Computer History/Ethics Handout	
Show & Tell 1984 Mac and computer parts	
Computer Ethics PowerPoint	Day 6
Binary Number System PowerPoint	
Binary Conversion Worksheet (10 pts.)	
History/Ethics/Binary Quiz (25 pts.)	Day 7
Gradebook and File Management	
Help Wanted Ad (AdZ Internship)	Day 8 - 9
Job Application (AdZ Internship) (25 pts.)	
Word Project 2 from Shelly Cashman Book	
Resume (AdZ Internship) (25 pts.)	
Cover Letter (AdZ Internship) (20 pts.)	

Welcome to AdZ PowerPoint presentation (15 min.)

Melissa Mendoza – Creative Director
Travis Marshall – Account Executive
Jackie Hanno – Technical Associate

Welcome to Explore Tour (15 min.)

Option – turn off audio
 Practice with AdZ setup and/or the real program
 Files will be saved to the server, not to a disk.

Essential Computer Concepts (70 min.) **4 days** **Melissa**

Terms (done as an example)
 Quick Check Questions (20 pts.)
 Computer Purchase Worksheet (20 pts.) www.scsite.com/dc2002/ch8/buyers.htm
 Portfolio Project (30 pts.)
 Lisa – 5 factors that influence the quality of a monitor.

Windows 2000 **5 days****Tutorial 1 Exploring the Basics** (70 min.) **3 days** **Jackie**

Terms (28 pts.)
 Tutorial Documents
 Help will be different
 Quick Check (20 pts.)
 No Portfolio Project

Tutorial 2	Working with Files (58 min)	2 days	Jackie
	Terms (12 pts.)		
	Tutorial Documents		
	Need to copy files to folder on the H: drive when you “Meet with” the person you are working with on each individual tutorial.		
	Skip Weekly Journal section		
	Quick Check (20 pts.)		
	Portfolio Project (55 pts.)		
	Bellevue Invitation		
	File Management Schemes		
Browser Basics	(80 min)	3 days	Jackie
	Terms (19 pts.)		
	Quick Check Questions (20 pts.)		
	Portfolio Project (30 pts.)		
	Come up with an actual privacy statement for www.adzinc.com website.		
	Headings:		
	Website Legal Terms and Conditions and Privacy Policy		
	Use and Access to the Site		
	Copyright and Trademark Notice		
	Links to Other Websites		
	Unsolicited Materials		
	Website Privacy Policy		
Introducing Office 2000	(40 min)	1-2 days	Jackie
	Terms (13 pts.)		
	Quick Check Questions (20 pts.)		
	No Portfolio Project		

Word 2000 (18 days)

Tutorial 1 Creating a Document (72 min) 3 days Melissa

Terms (13 pts.)

Tutorial Documents

- Intentional Errors
- Pacifica Kayak Contact Information

Quick Check (20 pts.)

Portfolio Project (45 pts.)

- My Personal Press Release (use AdZ Logo)
- Press Release Plan
- Shared Folder – Adz Wins Seattle Chamber of Commerce Account
- Press Release

Tutorial 2 Editing and Formatting a Document (91 min.) 3 days Melissa

Terms (13 pts.)

Tutorial Documents

- Practice Moving Text
- Winter Wellness Classes

Quick Check (20 pts.)

Portfolio Project (50 pts.)

- Grocery Ad Copy
- Grocery Ad Copy Next Week

Tutorial 3 Working with Long Documents (91 min.) 3 days Jackie

Terms (pts.)

Tutorial Documents

- Apple Info as Table
- Apple Table
- Application List

Budget Schedule
 Header and Footer Practice
 Prices Estimate
 Tab Styles
 Quick Check (26 pts.)
 Portfolio Project (65 pts.)
 Software Recommendations

Tutorial 4 Desktop Publishing with Word (75 min.) 3 days Travis

Terms (pts.)
 Tutorial Documents
 AdZ Background
 Quick Check (23 pts.)
 Portfolio Project (50 pts.)
 Services Newsletter

Design cover for **binder** (20 pts.) 1 day
 Word **Project 3** from Shelly Cashman 3 days
 Research Paper (60 pts.) Some topic dealing with the History of Computers
 MLA Documentation Style

Word Application Test (110 pts.) 2 days
 Outdoor Designs Newsletter

Excel 2000**14 days****Tutorial 1 Using Worksheets to Make Business Decisions**(60 min.) 3 days **Melissa**

Terms (pts.)

Tutorial Documents

Longitude Income 1

Longitude Income 2

Quick Check (20 pts.)

Portfolio Project (40 pts.)

Cascade Revenue 1

Cascade Revenue 2

Tutorial 2 Creating a Worksheet (75 min.) 3 days Travis

Terms (pts.)

Tutorial Documents

Practice 1

Practice 3

Quick Check (30 pts.)

Portfolio Project (60 pts.)

Account Goals 1

Account Goals 2

Tutorial 3 Creating a Professional-Looking Worksheet(50 min.) 3 days **Travis**

Terms (pts.)

Tutorial Documents

Good Foods Budget

Quick Check (31 pts.)

Portfolio Project (50 pts.)

Training Classes 1

Training Classes 2

Tutorial 4 Creating Charts (75 min.) 3 days Jackie

Terms (pts.)

Tutorial Documents

Chart Plan

Quick Check (25 pts.)

Portfolio Project (50 pts.)

Computer Costs 2

Excel Application Test (200 pts.) 2 days

Outdoor Designs Expansion Analysis

Integration**2 days****Tutorial 1: Word and Excel**

(40 min.)

Jackie

Terms (7 pts.)

Tutorial Documents

Allways Data 2

Allways Memo 1

Allways Memo 2

Allways Memo 3

Quick Check (20 pts.)

Portfolio Project (35 pts.)

Dept Budget

Wong Memo

Access 2000**14 days****Tutorial 1 Introduction to Microsoft Access 2000 (55 min.) 3 days Jackie**

Terms (pts.)

Tutorial Documents

Accounts database

Client table

Client Phone List query

Clients query

Client form

Client Phone List report

Quick Check (28 pts.)

Portfolio Project (35 pts.)

On Spec database

Freelancer table

Freelancer query

Freelancer Data form

Portfolio Project 1 WordPad document

Tutorial 2 Creating and Maintaining a Database (75 min.) 3 days Jackie

Terms (pts.)

Tutorial Documents

Clientele database

Client table

Contract table

Quick Check (20 pts.)

Portfolio Project (100 pts.)

Freelancer database

Supervisor table

Freelancer table

Tutorial 3 Querying a Database (65 min.) 3 days Travis

Terms (pts.)

Tutorial Documents

Client database

Budget Statistics query

Budget Statistics by Status query

Client Contracts query

High Budget Amounts query

Medium Budget Amounts query

Proposed Budgets query

Review Contracts query

Top Contracts query

Quick Check (20 pts.)

Portfolio Project (65 pts.)

NonStaff database

Copyeditor & Voice-Overs query

Freelancers Specialties query

New Hourly Rates query

Tutorial 4 Creating Forms and Reports (55 min.) 3 days Jackie

Terms (pts.)

Tutorial Documents

Contract database

Client Contracts form

Contract Data form

Contract Subform form

Clients and Contracts Report

Quick Check (24 pts.)

Portfolio Project (85 pts.)

PartTime database

Freelancer Data form

Supervisors and Freelancers form w/ Freelancer Subform

Supervisors & Their Freelancers report

Access Application Test (100 pts.)

2 days

Best Friends Walk-a-Thon

PowerPoint 2000 **7 days****Tutorial 1** **Using PowerPoint to Create Presentations**(97 min.) 3 days **Jackie**

Terms (12 pts.)

Tutorial Documents

Revised AdZ Tech Plan

Training Session

Quick Check (20 pts.)

Portfolio Project (65 pts.)

Revised Excel Training

Tutorial 2 **Creating and Modifying Text and Graphic Objects**(103 min.) 4 days **Travis**

Terms (10 pts.)

Tutorial Documents

Revised Global Pilot

Quick Check (20 pts.)

Portfolio Project (100 pts.)

My AdZ Internship

Own Presentation **4 days**

Use History topic from Research paper

(1-2 days to view)

Integration**2 days****Tutorial 2: Word, Excel, Access, PowerPoint** (50 min.) **Travis**

Terms (6 pts.)

Tutorial Documents

?

Quick Check (20 pts.)

Portfolio Project (75 pts.)

Form Letter.doc

Health2.ppt

(AdZ Letter2 & Benefits2)

Creating Web Pages

(72 min.)

3 days**Melissa**

Terms (pts.)

Tutorial Documents

Women's Clinic of North Seattle

Quick Check (20 pts.)

Portfolio Project (75 pts.)

Marina Divers & Watersports

Gradebook**File Management****Binder****Journal****Attitude/Participation****Final Test**