

IT 101: Intro to Basic Computing (3 hr)

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Instructor Information

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Description

This course serves as an introduction to basic competencies required of office suite applications. Practical discussions, unit projects, and reading quizzes help reinforce the learning.

Course Objectives

Having completed the course, the student will be able to:

- Type and format a document in Microsoft Word
- Design and build a slideshow in Microsoft PowerPoint
- Enter and tabulate data in Microsoft Excel
- Evaluate which application best meets a particular need.

Required Materials

Textbook: *Microsoft Office 2007 Simplified*, Sherry Willard Kinkoph, ISBN 0470045892.

Software: *Microsoft Office 2007* (Word, Excel, PowerPoint). These software applications are available to all students from our Citrix server <https://citrix.graceu.edu> and requires a student account (same as email).

Course Schedule

Note: Students are expected to read the Assigned Chapters in advance of beginning each lesson. Activities and schedules are subject to change, but the instructor will thoroughly explain any changes.

Unit	Lesson	Assigned Chapters	Learning Activities
	1 Course Introduction	n/a	• Introduction Letter
Unit 1	Basics (Lesson 2-3)	Unit Deadline: _____	
	2 Office Basics, Working with Files	1 & 2	• Chapter Quiz • Discussion
	3 Internet & Graphics Tools	3	• Chapter Quiz • Unit 1 Project
Unit 2	Word (Lesson 4-7)	Unit Deadline: _____	
	4 Adding Text	4	• Chapter Quiz • Discussion

Unit	Lesson	Assigned Chapters	Learning Activities
	5 Formatting Text	5	<ul style="list-style-type: none"> • Chapter Quiz • Discussion
	6 Working with Tables	6	<ul style="list-style-type: none"> • Chapter Quiz • Discussion
	7 Adding Extras, Printing	7 & 8	<ul style="list-style-type: none"> • Chapter Quiz • Unit 2 Project
Unit 3	Excel (Lesson 9-11)	Unit Deadline: _____	
	8 Building Spreadsheets	9 & 10	<ul style="list-style-type: none"> • Chapter Quiz • Discussion
	9 Formulas & Functions	11	<ul style="list-style-type: none"> • Chapter Quiz • Discussion
	10 Formatting Worksheets	12	<ul style="list-style-type: none"> • Chapter Quiz • Discussion
	11 Charts	13	<ul style="list-style-type: none"> • Chapter Quiz • Unit 3 Project
Unit 4	PowerPoint (Lesson 12-15)	Unit Deadline: _____	
	12 Basics, Assembling, Presenting	14,16,17	<ul style="list-style-type: none"> • Chapter Quiz • Discussion
	13 Formatting Slides	15	<ul style="list-style-type: none"> • Chapter Quiz • Discussion
	14 New Technologies	n/a	<ul style="list-style-type: none"> • Chapter Quiz • Final Exam
	15 Course Assessment	n/a	<ul style="list-style-type: none"> • Course Assessment • Unit 4 Project

Learning Experiences

Discussion Questions

Discussion questions help students apply what they learn to their current life situation. Typically, the student will report on one feature from the chapter that they think will be especially helpful to their current work, ministry, or studies.

Chapter Quizzes

Assigned chapters will be read in their entirety. A short quiz is given to assess and reinforce the student's understanding of the reading.

Unit 1 Project

The student will pick a work or ministry situation (as real-to-life as possible) in which they will create documents (in Units 2-4) that relate to that position. For this initial project, the student will simply describe their work/ministry position and some ideas for how this position might need to use or create a document, spreadsheet, and presentation for this position. Four paragraphs, fewer than 600 words total.

Unit 2 Project

Based on the need for a document in the student's proposed work/ministry situation (see Unit 1 Project), the student will create a document that they can use in this position. Assessment is based on a grading rubric.

Unit 3 Project

Based on the need for a spreadsheet in the student's proposed work/ministry situation (see Unit 1 Project), the student will create a document that they can use in this position. Assessment is based on a grading rubric.

Unit 4 Project

Based on the need for a presentation in the student's proposed work/ministry situation (see Unit 1 Project), the student will create a document that they can use in this position. Assessment is based on a grading rubric.

Grading

Grades are weighted according to the following:

Introduction Letter	10
Unit 1 Basics	15
Unit 2 Word	25
Unit 3 Excel	25
Unit 4 PowerPoint	25