

SYLLABUS

ADVANCED COMPUTER CONCEPTS AND APPLICATIONS

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---TUTORIAL SOFTWARE

Type To Learn

Course Purpose/Objectives

Self-paced keyboarding program that is server-based and allows for low stress familiarity and eventual touch typing competencies.

Certificate of Completion(see attached examples)

---MICROSOFT OFFICE SUITE

Course Purpose/Objectives

Includes three to four projects for each application, plus a case study section integrating the applications and using more advanced Microsoft Office 2000 features.

Microsoft-approved courseware for the Microsoft Office User Specialist (MOUS) Program Certification Exam at Core level when used in a two-course sequence with Microsoft Office 2000 Introductory Concepts and Techniques. Designed for a second course on Microsoft Office 2000, this advanced program goes well beyond the fundamentals.

Microsoft Office User AVHS Intermediate Certificate of Completion(see attached examples)

Text

Microsoft Office 2000 Advanced Concepts and Techniques

---WORD PROCESSING SOFTWARE

Microsoft Word

4. Creating a Document with a Table, Chart, and Watermark
5. Generating Form Letters, Mailing Labels, and Envelopes
6. Creating a Professional Newsletter

Integration Feature: Merging Form Letters to E-Mail Addresses Using an Access Table

---SPREADSHEET SOFTWARE

Microsoft Excel

4. Financial Functions, Data Tables, Amortization Schedules, and Hyperlinks
5. Creating, Sorting, and Querying a Worksheet Database
6. Creating Templates and Working with Multiple Worksheets and Workbooks

Integration Feature: Linking an Excel Worksheet to a Word Document

---PRESENTATION SOFTWARE

Microsoft PowerPoint

3. Using Embedded Visuals to Enhance a Slide Show
 4. Creating a Presentation Containing Interactive OLE Documents
- Integration Feature: Importing Clips from the Microsoft Clip Gallery Live Web Site
5. Embedding tables and spreadsheets

---DATABASE

Filemaker Pro Database

4. Reports, Forms, and Combo Boxes
 5. Enhancing Forms with OLE Fields, Hyperlinks, and Subforms
 6. Creating an Application System Using Macros, Wizards, and the Switchboard Manager
- Integration Feature: Integrating Excel Worksheet Data into an Access Database

---GRAPHICS

Advanced Photoshop

Course Purpose/Objectives

Cover Level 2 Skills Ex. More advanced tools and filters. Projects are more involved and complicated, building on Level 1 skills.

No Text/Teacher generated, project-based assignments

Working with selections and the Quick Mask function.

- * An overview of the selection tools.
- * Working with selections.
- * Transforming selections and content.
- * Understanding quick masks.

Layers, layer styles and basic retouching.

- * The in's and out's of layers.
- * Layer blending modes and opacity.
- * Adding creativity with layer styles.
- * Working with the history palette.
- * Basic image retouching.

Using the painting tools and basic color correction.

- * Painting tools and techniques.
- * Creating patterns and the pattern stamp tool.
- * All about gradients.
- * Basic color correction and color theory.
- * Working with color creatively.
- * Hand-coloring images and graphics.

Working with type and filters.

- * An introduction to type.
- * The type tool.

- * The character and paragraph palettes.
- * Transforming type.
- * Warp type.
- * Type styles and effects.
- * Using filters creatively.

Creating buttons, photographic edges and working with actions and shapes.

- * All about vector shapes.
- * Automating tasks using actions.
- * Designing creative buttons.
- * Creating navigation bars.
- * Creating photographic edges and frames.
- * Final project.

Adobe Illustrator

Course Purpose/Objectives

Cover Level 2 Skills Ex. More advanced tools and filters. Projects are more involved and complicated, building on Level 1 skills.

...ANIMATION SOFTWARE

Text: *Macromedia Director 8 Studio*

Macromedia Director

Course Purpose/Objectives

This course builds on beginning level animation software for website enhancement. Students will learn the tools and concepts for advanced level assignments. Ex. programming behaviors, adding quicktime video. Two projects will be completed.

Students will learn the beginning skills to produce 1 project

No Text/Teacher generated, project-based assignments

Building a Basic Form.
 Adding Submit and Clear Buttons.
 Inserting Radio Buttons.
 Inserting Check Boxes.
 Inserting a Text Area and a List.
 Cropping Images in Dreamweaver.
 Resampling an Image.
 Adding Brightness, Contrast, and Sharpening in Dreamweaver.
 Using External Image Editors.
 Optimizing Images in Fireworks.
 Editing a Source Image in Fireworks from Dreamweaver.
 Using Find and Replace.
 Doing Browser Checks.
 Session Introduction.
 Finding a Host.
 Setting FTP Preferences.

FTPing Files to Your Host.
Synchronizing the Local and Root Folders.
Defining a Dynamic Web Site.
Building the Frameset.
Naming the Frames.
Adding a Nested Frame and Saving the Frameset.
Adding Content to the Frames.
Linking the Navigation.
Adding Multiple Links.
Coding for Search Engines.

...DESKTOP PUBLISHING

InDesign

Course Purpose/Objectives

This course builds on skills learned in Beginning Computers. Projects reflect skills needed to get documents ready for third party printing. Ex. 3 color separation, graphic linking.

Students will learn the beginning skills to produce 1 project

No Text/Teacher generated, project-based assignments

Lesson 8: Transparency

Applying Transparency
Transparency Effects and Blending Modes
Printing with Transparency

Lesson 9: Using Tables

Creating Tables
Formatting Tables

Lesson 10: Preparing for Handoff to a Service Provider

Commercial Printing Overview
Preflighting
Printing
Packaging Files

Lesson 11: Creating Acrobat PDF Files

PDF Files for the Web
PDF Presets
PDF Files for Printing