

Phoenix Christian High School
CIS305 (CIS105)
Advanced Computer Systems
(Dual Enrollment)
Course Scope & Sequence (2010)

COURSE DESCRIPTION

Overview of computer technology, concepts, terminology, and the role of computers in society. Discussion of social and ethical issues related to computers. Use of word processing, spreadsheet, database, and presentation software. Includes programming and use of the internet. Exploration of relevant emerging technologies.

REQUIRED TEXTS AND *KEY SUPPLEMENTAL MATERIALS

Skills for Success Office 2007
Technology in Action 7th Edition
MyITLab Access Code

COURSE SCOPE AND SEQUENCE

First Quarter

Computer Technology Overview 4 Weeks

Key Concepts: External and Internal parts of the computer. Software, utility programs, operating systems.

Assessments: Quizzes, build a computer worksheet

Microsoft Word 2007 3 Weeks

Key Concepts: Microsoft Word 2007 concepts and skills

Assessments: Projects and skills test

Microsoft Excel 2007 4 Weeks

Key Concepts: Microsoft Excel 2007 concepts and skills

Assessments: Projects and skills test

Second Quarter

Microsoft Access 2007 4 Weeks

Key Concepts: Microsoft Access 2007 concepts and skills

Assessments: Projects and skills test

Microsoft Powerpoint 2007 3 Weeks

Key Concepts: Microsoft Powerpoint 2007 concepts and skills

Assessments: Projects and skills test