

**Topics for Freshman College Computer Studies  
FCCS 1100  
Georgia Highlands College  
Updated September 2007**

***TOPICS***

- Student E-mail Basics
- Printing Basics
- Internet Basics
- Performing Academic Research/Internet and Galileo
- The WINDOWS operating system, including file management
- Microsoft WORD
- Microsoft PowerPoint

***TEXTBOOK***

Microsoft Office WORD 2007 by Shelly, Cashman, & Vermaat

Microsoft Office PowerPoint 2007: Brief, Beskeen

***SUGGESTED COURSE SCHEDULE***

Week 1	Introduction to Computer E-mail Internet Explorer Computer Basics
Week 2	Computer Basics Hardware Software Windows Introduction to Office
Week 3	Academic Research/Galileo/Library Orientation
Week 4	Introduction to Word Processing Basic Word Processing Techniques
Week 5	Microsoft Word Basic word processing techniques
Week 6	Microsoft Word Advanced formatting
Week 7	Microsoft Word Periodical Review

Week 8	Introduction to PowerPoint Presentation Basics
Week 9	PowerPoint Animation, sound, and graphics Design Schemes
Week 10	Advanced Internet search techniques Additional topics if time permits
Week 11	Final Project Final Project Class Presentations

Please note that all students taking FCCS 1100 are required to complete an integrated final project for which they must:

- Write a research paper using MS-WORD
- Use on-line research to support and enhance their paper, documenting Internet resources
- Summarize their paper in a MS-PowerPoint presentation
- Show their PowerPoint presentation to their class, explaining their research