

# **SUPPLY LIST FOR** **Mrs. Houtz classes**

## **Computer Applications Supply List**

- memory stick
- 3-ring binder (at least 2 ½")
- divider pages (at least 18)
  1. Class Information
  2. Bell Work
  3. Reports
  4. Ethics, Viruses, & Legality
  5. Adobe Acrobat Reader
  6. Essential Computer Concepts
  7. Windows Vista
    - Unit A: Getting Started with Windows Vista
    - Unit B: Understanding File Management
  8. Internet
  9. Word 2007
    - Unit A: Creating Documents in Word 2007
    - Unit B: Editing Documents
    - Unit C: Formatting Text and Paragraphs
    - Unit D: Formatting Documents
  10. Excel 2007
    - Unit A: Getting Started with Excel 2007
    - Unit B: Working with Formulas and Functions
    - Unit C: Formatting a Worksheet
    - Unit D: Working with Charts
  11. Integration
    - Unit A: Integrating Word and Excel
    - Unit B: Integrating Word, Excel, and Access
    - Unit C: Integrating Word, Excel, Access, and PowerPoint
  12. Access 2007
    - Unit A: Getting Starting with Access 2007
    - Unit B: Building and Using Queries
    - Unit C: Using Forms
    - Unit D: Using Reports
  13. PowerPoint 2007
    - Unit A: Creating a Presentation in PowerPoint
    - Unit B: Modifying a Presentation
    - Unit C: Inserting Objects into a Presentation
    - Unit D: Finishing a Presentation
  14. Publisher 2007
  15. Final Project
  16. Leave Blank
  17. Leave Blank

- pen
- paper

## **Emerging Technologies Supply List**

- memory stick
- 3-ring binder (at least 2")
- divider pages (at least 5)
- pen
- paper

## **Web Design Supply List**

- memory stick
- 3-ring binder (at least 2")
- divider pages (at least 12)
  1. Class Information
  2. Bell Work
  3. Reports
  4. HTML
  5. Adobe Acrobat Reader
  6. SOCS
  7. Adobe Dreamweaver CS3
  8. Adobe Photoshop CS3
  9. Adobe Illustrator CS3
  10. Adobe Flash
  11. Leave Blank
  12. Leave Blank
- pen
- paper

## **Interactive Media Supply List**

- memory stick
- 3-ring binder (at least 2 ½")
- divider pages (at least 18)
  1. Photoshop Projects
  2. Illustrator Projects
  3. Web Pages
  4. Tutorial 1-Introduction to Flash
  5. Tutorial 2-Drawing, Adding Text, and Creating Symbols
  6. Tutorial 3-Creating Animations
  7. Tutorial 4-Special Animations
  8. Tutorial 5-Adding Buttons, Behaviors, & Sounds
  9. Tutorial 6-Using Bitmaps, Gradients, & Publishing
  10. Tutorial 7-Creating a Flash Web Site
  11. Tutorial 8-Adding Interactivity with ActionScript
  12. Tutorial 9-Using Video, Flash Components, and Printing
  13. SOCS
  14. Adobe Dreamweaver CS3
  15. Adobe Photoshop CS3
  16. Adobe Illustrator CS3
  17. Leave Blank
- pen
- paper

## **College Computer**

### **Intro to Computer Concepts & Applications CS1023**

- memory stick
- 3-ring binder
- pen
- paper

#### **Textbooks:**

1. Technology in Action, Introductory, 7th Edition, Evans, Martin, Poatsy. Prentice Hall, 2010.
2. The Pearson Custom Program for CIS, (from Exploring Office 2007, Volume 1, 3rd Edition), Grauer, etal; Pearson, 2009