Computer Applications

½ Credit
1 Semester Course

Prerequisites: No Prerequisites

Course Description:
This one semester course introduces students to five basic areas of computer technology: keyboarding, word processing, spreadsheet, database, and PowerPoint. Students will use Microsoft Office 2007 to prepare letters, memos, reports, tables, spreadsheets, databases, and slide presentations. Touch typing skills, correct technique, proofreading, editing, and following directions are emphasized. The course provides a foundation for further coursework. It is prerequisite for all other computer classes in the department.

Course Content:
Unit 1—Keyboard Review
Unit 2—Email and Letters
Unit 3—Reports
Unit 4—Tables
Unit 5—Spreadsheets
Unit 6—Database
Unit 7—Presentation Softwares
Unit 8—Music Unit—Application of all concepts
Unit 9—Sports Unit—Application of all concepts
Unit 10-Job Unit—Application of all concepts

Course Format:
- Students use the Microsoft Office Program to produce assigned products.
- Students use the Microtype Pro Program to measure their improvement in speed and accuracy on the keyboard.
- Students are assessed with written and performance tests.
- Students are expected to complete assignments by following teacher instructions and provided samples. Students must use the programs provided by the network system.
- Students must complete all assignments in the classroom.
- No computer work can be done outside of the classroom.

Course Objectives:
- Correctly use the touch system of typing.
- Find and correct errors.
- Identify and correctly use computer parts.
- Produce mailable letters, reports, tables, and memos.
- Prepare and customize a PowerPoint presentation.
- Create and access information in a database.
- Create and access information using a spreadsheet.
- Research and gather information online.