

Course: Computer Applications

Course Description:

This hands-on course examines four Microsoft software applications (Word, Excel, PowerPoint, Access), as well as a review of your keyboarding skills. This course progressively builds on previously established computer application concepts. Students will also learn other software applications that can be used for their other classes. In addition to independent projects, students will be required to participate in daily class work assignments to demonstrate application proficiency. Class participation and cooperative learning in which students learn from each other and help each other is an important element of this course and part of each student's grade.

What do I need for this course?

- Each student will have a binder for the course

Will there be homework in this course?

- There is typically no homework & all of your work should be completed during class time. You may require additional time outside of class to work on an assignment because of absences or project complexity.

Students will be required to "think critically" when learning the building blocks of Microsoft Office software applications. Students will also need to work cooperatively and individually to troubleshoot and solve in-class problems.

Learning Expectations:

Students will be expected to demonstrate the following student learning expectations:

- Read purposefully
- Communicate effectively
- Identify, analyze and solve problems
- Work independently and cooperatively with others

Course Objectives:

Students participating in this course will demonstrate understanding by being able to:

- Define and use vocabulary terms related to technology and software applications
- Create, modify and format elements of various documents within MS Office (through performance of skills)
- Integrate multiple software applications
- Use features of software appropriately by identifying the advantages and disadvantages of software in different situations
- Research the Internet to successfully obtain and validate accurate data
- Develop cooperative learning skills by working together to solve problems
- Develop strategies for learning software applications

How is one graded?

40% - First Term
40% - Second Term
20% - Final Exam

30% - Class Participation
30% - Assignments & Projects
10% - Keyboarding
30% - Assessments