

COMPUTER APPLICATIONS  
GRADES 9-12  
(1 Semester - No Prerequisites)

COURSE OVERVIEW:

Computer Applications is designed to help students gain a comprehensive understanding and working knowledge of *Microsoft Office XP* application software. The course uses a hands-on approach to learning *Word*, *Excel*, *PowerPoint*, and *Access*. Students use these applications to create documents, spreadsheets, graphs, presentations, and databases. In addition, the course will cover integrating these programs, computer history, and computer ethics. Skills learned will allow students to efficiently complete assignments and activities in other classes, college, or in a professional work environment.

UNITS OF INSTRUCTION:

- UNIT I - Introduction to Computing
- UNIT II - PowerPoint
- UNIT III - Word Processing
- UNIT IV - Spreadsheets
- UNIT V - Databases
- UNIT VI - Integration of Computer Application

COURSE OUTCOMES:

1. Develop the skills necessary for using the personal computer as a business tool.
2. Develop the skills necessary to competently use a word processor to create documents.
3. Develop skills in the use of electronic spreadsheets, including spreadsheet design, and creating charts and graphs.
4. Learn the structure and functions of a database application and learn to create, edit, and query tables and create reports.
5. Create presentations using advanced features in presentation software.
6. Provide students with the ability to use the integration feature of *Microsoft Office*: inserting a spreadsheet and a database into word processed documents, creating mail merge letters, and transferring spreadsheet data to a database and vice versa.

LEARNING EXPERIENCES TO ACHIEVE OUTCOMES:

- |    |  |
|----|--|
| 1. | The willingness to use the computer lab facilities to stay on schedule with assigned work.   |
| 2. | The willingness to pursue problem solving, using the computer as a tool.   |
| 3. | To develop a realization that computers are machines which only follow instructions, they cannot interpret what the student means to do. |

ADOPTED TEXT OR PRINCIPAL MATERIALS USED:

<p><i>Microsoft Office XP, Microsoft PowerPoint, DDC Microsoft Officer User Specialist Testing Software.</i> Presley, et al. <i>A Guide to Microsoft Office 2000 Professional for Windows</i>, Lawrenceville Press, 2000. (adopted 2001)</p>
--

(03/25/04)  
(06/28/99)  
(04/03/95)