

# Computer Applications Course Syllabus

## *Purpose:*

This course is designed as a one-semester introduction to commonly used computer applications. The curriculum will be taught using the Microsoft Office suite of products on a Windows XP platform.

In this course we will explore and discuss the various components in understanding how computers work and how we can make them work for us. These components include history of computers, computer mechanics, ethics, societal impact, word processing, databases, spreadsheets, and presentations.

## *Course Outline:*

### Unit One - Introduction

- History of Computers
- Computer Mechanics
- Ethics
- Societal Impact

### Unit Two - Word Processing – Word

- Formatting
- Manipulating Text
- Advanced Techniques and Features

### Unit Three – Spreadsheets – Excel

- Introduction
- Manipulating Data
- Creating Charts
- Advanced Techniques
- Integrating Word and Excel

### Unit Four – Databases – Access

- Introduction
- Manipulating Data
- Queries
- Reports and Advanced Techniques
- Integrating Word, Excel, and Access

### Unit Five – Presentations – PowerPoint

- Introduction
- Manipulating text and graphics
- Creating presentations
- Adding Excel charts

### Final Project – Portfolio

All units except the first will include a project and an exam. The final project will utilize all skills learned and will count as the hands on portion of the final exam for the course.

## *Grading*

Grades are determined at the end of each six weeks and are based on a percentage of the total points assigned during the grading period. The grading scale is as follows:

- 90% - A
- 80% - B
- 70% - C
- 60% - D