

Name of School:

Name of Course: **Computer Applications I**

### **Instructor Information**

**Name:**

**E-mail address:**

**School phone number:**

**Web page address:**

**Best times to be reached:**

### **Course Description**

This course is for students who have taken Word Processing or a keyboarding course. The course will begin with a brush-up of proper keyboarding techniques, including a review of the keys. Students will use Windows on PC computers. Microsoft Word will be used to develop and/or revise a variety of personal and business letters, reports, tables, and memos. Students will also learn how to create and manipulate spreadsheets and databases using Microsoft Excel and prepare Power Point presentations.

### **District Standards and Power Benchmarks**

#### **Power Standards**

1. Demonstrate a basic foundation in common software applications that is routinely used in education and the workplace.
2. Prepare for communication skills needed in education and the workplace.
3. Research different career aspirations.

#### **Power Benchmarks**

1. Manipulate word text enhancement commands.
2. Produce letters in various styles.
3. Prepare a report in MLA style.
4. Compose a document that includes pictures, textboxes, drawing objects and WordArt.
5. Prepare two or three column tables.
6. Produce a document comprised of columns and section breaks.
7. Create an Excel Spreadsheet including formulas.
8. Construct a chart from an Excel spreadsheet.
9. Generate career related documents.
10. Prepare a PowerPoint presentation that includes effects, transitions and colors.

### **Course Information**

Course is 1 term and 0.5 Business Elective---Graduation requirement  
Prerequisite: Word Processing

## Course Outline/Calendar

Introduction course expectations, course syllabus, software, computer use and care  
Word  
Excel  
PowerPoint  
eChoices  
Final Assessment

## Text/Other Required Materials/Resources

Adopted materials: Performing with Microsoft Office Introductory Course  
(Course Technology Thomson Learning)

Other Materials: Student ID and Elocker Password (Provided by Media Specialist)

## Instructional Procedures & Support

## Classroom Management Procedures

## Assessment Plan

Progress reports: Mid-term grades will be based on work completed  
Methods of Assessment: Daily assignments, quizzes, tests, projects, benchmark assessments, final

## Grading System

<b>A</b>	93 and above	Firm command of knowledge domain High level of skill development
<b>A<sup>-</sup></b>	90 - 92	Exceptional preparation for later learning
<b>B<sup>+</sup></b>	87 - 89	Command of knowledge beyond the basic concepts of knowledge Advanced development of most skills
<b>B</b>	83 - 86	Has prerequisites for later learning
<b>B<sup>-</sup></b>	80 - 82	
<b>C<sup>+</sup></b>	77 - 79	Command of the basic concepts of knowledge Demonstrates ability to use basic skills
<b>C</b>	73 - 76	Lacks a few prerequisites for later learning
<b>C<sup>-</sup></b>	70 - 72	
<b>I</b>		The letter "I" indicates the student has not satisfactorily achieved the grade/course-level benchmarks and/or has missing work. "I" status is temporary and not a final grade. The letter "I" may affect athletic eligibility.
<b>D<sup>+</sup></b>	67 - 69	Lacks knowledge of some fundamental ideas Some important skills not attained
<b>D</b>	63 - 66	Deficient in many of the prerequisites for later learning
<b>D<sup>-</sup></b>	60 - 62	
<b>F</b>	59 and below	Most of the basic concepts and principles not learned Most essential skills have not been demonstrated Lacks most prerequisites needed for later learning