

Department: **Education Technology**

Course: **Computer Applications**

Credits: **5**

MINIMUM PROFICIENCY REQUIREMENTS

I. Course Description

Computer Applications is offered to those students interested in acquiring computer knowledge, refining their computer skills, and preparing documents using a state of the art integrated software package. Students will be presented with internet etiquette. They will learn how to create memorandums, outlines, letters, reports, etc. They will learn that these skills can be translated to other computer applications. A variety of challenges will be offered that will require students to apply sophisticated problem-solving techniques to create letters, tables, graphs, reports, databases, and database reports. Additionally, the students will create spreadsheets so as to solve business problems and define these projects with the use of graphics (student designed and clip art libraries). Students will explore and create a slide presentation using Power-Point. Students will navigate the web using a variety of search engines and complete related projects.

This course will assist those students wishing to enroll in other specialized computer classes.

II. Proficiencies to be Mastered

1. Demonstrate how to operate the microcomputer and the software packages presented.
2. Define, identify, and create word processing documents that are of professional quality.
3. Format word processing documents and manipulate data in the word processing document.
4. Define, identify, create, and manipulate data in a spreadsheet.
5. Develop and edit formulas in order to perform calculations.
6. Analyze spreadsheet data.
7. Define, identify, and create databases.
8. Locate, sort, and manipulate records and fields in the database.
9. Create different database layouts and reports.
10. Use search engines to navigate the web and to locate assigned data.
11. Explore the slide presentation component in order to create a slide presentation.
12. Students will average a passing grade on quizzes, projects, and teacher observations of assigned work.