Excel
HIGH SCHOOL

Introduction to Computer Applications - Course Syllabus

Description:
This course introduces students to the essential computer applications used in nearly all industries around the world. After completing this course, the student will be prepared to be able to communicate by means of three of the most important computer applications used today: Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. This course culminates with a Capstone Project in which the students create a project using the three major computer applications to prove proficiency.

Textbook: Computer Applications – Excel Education Systems, Inc. 2018 ©

Course objectives:
Throughout this course you will meet the following goals:
- Receive an introduction to computers.
- Relate Internet research to practical work flow.
- Gain a thorough understanding of the three main computer applications.
- Learn how to integrate the products of the three main computer applications.
- Display proficiency using the three main computer applications.

Contents:

Semester A
Unit 1 Introduction to Computers
Unit 2 Internet Research
Unit 3 Microsoft Word Part 1
Unit 4 Microsoft Word Part 2
Unit 5 Microsoft Word Part 3

Semester B
Unit 6 Microsoft Excel Part 1
Unit 7 Microsoft Excel Part 2
Unit 8 Microsoft PowerPoint Part 1
Unit 9 Microsoft PowerPoint Part 2
Unit 10 Integration
Unit 11 Capstone Project

Grading Scale
A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = under 59%

Grade Weighting
Unit Quizzes……………… 70%
Mid-Term/Final Exams….. 30%
100%