

Course Description

Grades 9-12 Computer Applications I

Philosophy Statement: God has given man the intellect and ability to design and use complex technology for His purpose and glory. Technology is essential for effective education in an information-based society. A strong foundation in technology based on spiritual, ethical, moral, and intellectual integrity provides for effective integration in all areas. This foundation also enables students to achieve success in learning, communication, and life skills. A student's witness for Christ should be reflected through the use and application of technology.

Course Objective: This course provides students a hands-on experience with computer software applications. Wide ranges of applications through Microsoft Office are explored including word processing (Word) and spreadsheets (Excel).

Textbooks: Microsoft Office 2007 Introductory Concepts and Techniques
Course Technology
Copyright 2010

Microsoft Office 2007 Advanced Concepts and Techniques
Course Technology
Copyright 2010

Materials:

- Computers
- Printer

Time Allotment: 45 minutes per day, 5 days per week

Course Content:

- Creates and Edits a Word Document
- Creates a Research Paper using Word
- Creates a Resume Using a Wizard and a Cover Letter With a Table using Word
- Creates a Document with a Table, Chart, and Watermark using Word
- Creates a Worksheet and Embedded Chart using Excel
- Uses Formulas, Functions, Formatting, and Web Queries using Excel
- Uses What-If Analysis, Charting, and Working with Large Worksheets using Excel
- Uses Financial Functions, Data Tables, Amortization Schedules, and Hyperlinks using Excel
- Creates, Sorts, and Queries a Worksheet Database in Excel
- Understands the social, ethical, and human issues related to the use of the computer
- Uses technology for communication, research, problem-solving, and decision-making

Areas to be evaluated:

- Class assignments
- Final Word/Excel project

Additional activities: None