General Syllabus for:

Computer Applications

Grade 9

CONNEAUT SCHOOL DISTRICT

Type of course: The goal of this course is to provide a thorough background in word processing, database management, spreadsheet usage, and presentation software. This course uses Microsoft Office Programs: Word, Excel, PowerPoint, and Access. Each student creates and maintains an ongoing Portfolio of their own completed assignments, and course projects to confirm course requirements.

Prerequisites: MS Computer Applications

Text Information: Learning Microsoft Office 2007 –Deluxe Edition.
                            Author: Suzanne Weixel, Jennifer Fulton, Faithe Wempen, Catherine Skintik
                            Published by: DDC Publishing

Objectives:
- o   To utilize the computer for a variety of tasks that will enable them to be competent in producing documents and presentations.
- o   To achieve mastery level competence in each unit.
- o   To understand key components of the operating system, and the Microsoft Office suite.

Topics Covered:

Office Basics
- o   Getting Started with Microsoft Office 2007

Word 2007 (7 weeks 35 days @ 90 min./day)

- o   Getting Started with Word 2007
- o   Basic Editing Skills
- o   Formatting Basics
- o   Words and the World Wide Web
- o   Working with Tables
- o   Creating Documents with Merge
- o   Creating and Editing Long Documents
- o   Enhancing Documents and Automating Tasks

Excel 2007 (4 weeks 20 days @ 90 min./day)
- o   Getting Started with Excel 2007
- o   Working with Formulas and Formatting
- o   Working with Functions, Formulas, and Charts
- o   Advanced Printing, Formatting, and Editing
- o   Advanced Chart Techniques

- o Advanced Functions, PivotCharts, and PivotTables
- o Internet and Integration with Excel

Access 2007 (2 weeks 10 days @ 90 min./day)
- o Getting Started with Access 2007
- o Working with Tables and Datasheets
- o Simplifying Data Entry with Lookups and Forms
- o Find Information in a Database
- o Display Information with Reports

PowerPoint 2007 (3 weeks 15 days @ 90 min./day)
- o PowerPoint Basics
- o Work with Text and Graphic Elements
- o Prepare and Present a Slide Show

Assessment:
- o Tests *Will include PSSA test format as much as possible for reinforcement*
- o Quizzes
- o Teacher observations
- o Projects

Parent/Student Resources:

Parents: Edline (http://www.edline.net) *online tracking of progress and grades

Students: Data files for Application exercises are available on Conneaut School District network .
Each student maintains a personal portfolio of completed Computer Applications work.