

Department: Math

Course Title: Computer Applications

Course #: 471

DESCRIPTION OF COURSE:

(Grade 10, 11, 12) (1 Credit – will not fulfill a math requirement)

(Prerequisite: None)

Students will learn basic computer skills necessary to function in today’s society. They will learn to use Windows, word processor, database, spreadsheet, presentation, and desktop publishing programs. They will also learn about the history and functions of a computer. Achievement will be demonstrated through the completion of projects in each of the computer programs.

REQUIRED TOPICS OF STUDY	SUGGESTED INSTRUCTIONAL TIME	STANDARDS/ ASSESSMENT ANCHORS
1. History and Components of Computers	5 days	3.7.10
2. Windows Operating System	5 days	3.7.10
3. Microsoft Word Applications	20 days	3.7.12
4. Desktop Publishing Applications	10 days	3.7.12
5. Internet Explorations	10 days	3.7.12
6. Microsoft Power Point Applications	10 days	3.7.12
7. Microsoft Excel Applications	15 days	3.7.12
8. Microsoft Access Applications	15 days	3.7.12

INSTRUCTIONAL RESOURCES:

Computers

Textbook: Computer Applications (1st Edition) (South-Western)

Outside Reading: Out of Their Minds