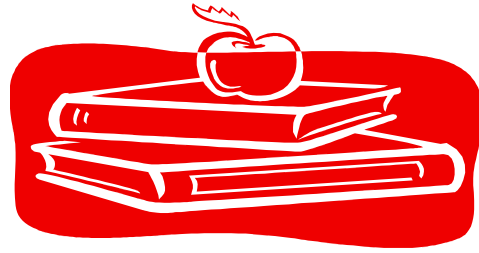


Mackay Junior/Senior High School



COURSE: Computer Applications

Date: 8/22/2011

Teacher with contact information: **LaRue Lambert**

Room: Computer Lab

Phone Number: 588-2262 ext 25

Email: larulamb@mackayschools.org

COURSE DESCRIPTION

The goal of this course is to provide students with a greater knowledge base of basic computer applications that are commonly used in schools, businesses and at home. The focus will be on Microsoft Office 2007 (Word, Excel, PowerPoint, and Publisher), Windows 2007, and QuickBooks. We will also introduce the TI83+ Graphing Calculator.

The course will provide a computer guided hands on instruction in each of these areas. In addition to the computer guided instructions, exercises will be provided to ensure understanding of the skills learned. Periodic projects will be assigned which will incorporate the different computer applications.

COMMON CORE / STATE CONTENT STANDARDS/VOCABULARY OBJECTIVES

Student will be able to use Microsoft Word and be able to work with it in varied applications.

Students will be able to access the internet and use it as a research tool.

Student will be able to create a newspaper, brochure, banner, cards, and other documents using Microsoft Publisher.

Student will be proficient in using Microsoft Excel to create Budgets, charts and graphs, and to organize data. They will be able to use different formulas to create their documents.

Students will be able to create a PowerPoint presentation using all of the tools available. They will also be able to integrate Word, Publisher, and Excel into their PowerPoint presentations.

Students will be knowledgeable of Microsoft 2007 and its features, and will be able to apply this knowledge to other versions of Microsoft that they encounter.

Students will have a basic understanding of how a graphing calculator works and will be able to apply this knowledge in math classes.

INSTRUCTIONAL MATERIALS

Computers with Microsoft Windows 2007 and Microsoft Office 2007.

Computer Tutorials

UNITS WITH INSTRUCTIONAL DATES

1st Quarter: Focus will be on Windows 2007, Microsoft Word 2007 and using the internet to find information.

2nd Quarter: Focus will be on Microsoft Publisher 2007

3rd Quarter: Focus will be on Microsoft Excel 2007 and TI 83+ Programming Calculator

4th Quarter: Focus will be on Microsoft PowerPoint 2007

ASSESSMENTS / TESTS

A hands-on final will be given at the end of each Semester.

GRADING PROCEDURES

The course will be graded on attendance, time on task, completion of exercises and projects.

Daily Attendance/On Task 10 pt

Computer Exercises 10 pt

Computer Projects 25 – 100 pts each

Semester Finals (Hands On) 50 pts each

CLASS RULES

Students will be in their seats with their computers logged on when the bell rings.

Students will treat each other and the teacher with respect.

Students will be on task – no games or internet surfing unless allowed by the teacher.

Students will not damage computer equipment. No food or drink will be allowed in the computer lab.

Students will lose computer privileges if they do not abide by the computer use policy signed by themselves and their parents.

MISCELLANEOUS

Materials Required:

Pen or Pencil

Notebook