**Computer Applications**

**Prerequisite:** Keyboarding

**Grade Level:** 9 - 12

**Course Length:** 1 year

**Instructor:** Lisa Perkins

**Phone #** 660-872-6813

**E-mail:** lperkins@rhsk12.org

**Course Website:** [www.perkinsbused2.weebly.com](http://www.perkinsbused2.weebly.com)

### **Course Rationale:**

This area of instruction provides content for knowledge and skills required in the technology-based workplace. The demand will continue to expand for individuals to use computer hardware and software to create documents, gather information, and solve problems. This class is vital for students planning to enter the workforce or post-secondary education.

### **Course Description:**

This course is designed to help student’s master beginning and advanced skills in the areas of word processing, database management, spreadsheet applications, desktop publishing, multimedia, Internet usage, and integrate software applications.

### **Course Content:**

1. BASIC COMPUTER OPERATIONS
   1. SYSTEM TOOLS
   2. IDENTIFY RESOURCES TO OBTAIN ASSISTANCE
   3. DEMONSTRATE PROPER NETWORK USER PROCEDURES AND PROTOCOL
   4. IDENTIFY SECURITY ISSUES
   5. PERFORM BASIC TROUBLESHOOTING AND MAINTENANCE
   6. IDENTIFY HARDWARE AND SOFTWARE SPECIFICATIONS TO PURCHASE A COMPUTER
2. WORD PROCESSING (WORD, GOOGLE)
   1. FORMAT BUSINESS DOCUMENTS
   2. CREATE AND FORMAT TABLES
   3. MAIL-MERGE
   4. INSERT AND MANIPULATE IMAGES
   5. USE TEMPLATES
   6. PREPARE ENVELOPES AND LABLES
   7. WORD ART
   8. WORD IT
3. SPREADSHEETS (EXCEL, GOOGLE)
   1. CREATE, DESIGN, EDIT
   2. FORMULAS
   3. FORMAT CELL, COLUMN, ROW CONTENTS
   4. FUNCTIONS
   5. CHARTS AND GRAPHS
   6. SORT, FILTER, ETC
   7. LINK
   8. PROTECT AND FREEZE
   9. RELATIVE AND ABSOLUTE CELL REFERENCES
   10. ANALYZE SPREADSHEET DATA
   11. MANIPULATE MULTIPLE WORKSHEETS IN A WORKBOOK
   12. EXCEL IT!
4. DATABASE (ACCESS)
   1. INTRODUCTION TO ACCESS
   2. CREATE AND MANIPULATE
   3. PROCESS MATERIAL USING DATABASE FEATURES
   4. GENERATE, FORMAT, PRINT REPORTS
   5. DISTINGUISH BETWEEN DIFFERENT FIELD TYPES
   6. INTEGRATE DATABASE INFORMATION WITH OTHER APPLICATIONS
   7. CREATE TABLE RELATIONSHIPS
   8. MODIFY USING QUERIES
   9. DESIGN AND USE FORMS
   10. USE IMPORT/EXPORT FEATURES
5. PRESENTATIONS (POWERPOINT, GOOGLE, PREZI)
   1. CREATE, FORMAT, EDIT
   2. ENHANCE
   3. APPLY DESIGN AND LAYOUT PRINCIPLES
   4. DELIVER AN ORAL PRESENTATION
   5. UTILIZE PROPER PRESENTATION ETIQUETTE
   6. INTEGRATE IMPUT FROM VARIOUS SOFTWARE APPLICATIONS
   7. PRESENT IT
   8. PREZI
      1. INTRODUCTION
      2. NAVIGATING
      3. USING PREZI
      4. CREATING
      5. EDITING
      6. INSERTING FILES
      7. PRESENTING
      8. SHARING/PRESENTING
      9. PREZI PROJECT
6. INTERNET/ONLINE CLASSROOM PORTALS
   1. DEMONSTRATE PRINCIPAL USAGE OF ONLINE COMMUNICATION
      1. DROPBOX
      2. BLOGS
      3. SOCIAL MEDIA (OVERVIEW: TWITTER, FACEBOOK, LINKEDIN, YOUTUBE)
   2. DEMONSTRATE PRINCIPAL USAGE OF INTERNET
   3. IDENTIFY COPYRIGHT PRINCIPLES
   4. EMPLOY PROPER ONLINE ETIQUETTE
7. OTHER (AS TIME ALLOWS)
   1. PUBLISHER
   2. PHOTOSHOP
   3. CLAY ANIMATION?
   4. LIVEBINDER
   5. PORTFO

### **Instruction and Grading:**

Students will be graded on projects created using the spreadsheet, database, and presentation application software. Students will be required to complete their assignments digitally and turn them in electronically using the class website. All files will be saved in the student’s school drive in specified folders so they are accessible to create an electronic portfolio. This electronic portfolio will be saved and added to as the student completes other business courses. The portfolio will also be accessible at Parent-Teacher Conferences for parents to see their student’s work.

### **Access to Class Website**

All Ridgeway Business Courses will utilize a class website. This website will contain resources for the classes as well as assignments, worksheets, assessments, and general information. The goal for using this medium is to, first, incorporate technology, and second, to prepare students for post-secondary education. Most higher educational institutions utilize supplemental website information in their classes, and preparing Ridgeway students for a college career is a goal we will strive to reach.

As a parent if you would like to see what your student is completing in his/her business classes, please go to [www.perkinsbused2.weebly.com](http://www.perkinsbused2.weebly.com). This can also be accessed by going to the Ridgeway District website, <http://www.ihigh.com/ridgewayowls> .

### **Grading Scale:**

95% - 100% A

90% - 94% A-

87% - 89% B+

83% - 86% B

80% - 82% B-

77% - 79% C+

73% - 76% C

70% - 72% C-

67% - 69% D+

63% - 66% D

60% - 62% D-

Below 60% F