

# Course Name: Computer Applications (BU-120) 1 Credit

Teacher: Mr. Korb Room D-204 E mail [jkorb@sd27j.org](mailto:jkorb@sd27j.org) \* E mail is the best way to contact me

**Course Description:** Learn how a computer can become a power tool in your life. This course is designed to teach students to become more proficient and comfortable with the use of computers, applications and operating systems. Much of the course focuses on the most popular and widely used software in industry, Microsoft office. The sections covered from the Microsoft office suite will be Word, Excel, Power Point, and Publisher. At PVHS we use Office 2010. Students will also gain experience with the Windows 7 operating system, data management, and desktop publishing. This course is designed as an introductory class to cover a broad range of computer concepts to give students a sample of what is possible with a PC and its different applications. This course will satisfy the required computer credit set by district 27J. Students who obtain a C or better for a semester grade have the opportunity to earn 3 free credits at various Front Range community college campuses. Their course name is CIS 118 Intro to Computer Information Systems. Computer technology changes very rapidly, but you will be able to apply the knowledge gained from this course over the rest of your life.

## Course Goals

- Understand the basic concepts behind how computers work and the technology that is changing
- Become comfortable with the layout and operations of Windows 7
- Complete coursework and learn the selected programs in the Microsoft office 2010 suite
- Apply knowledge to create/edit documents and perform word processing tasks
- Create spreadsheets complete with formulas and visual aids
- Produce and present a presentation that follows aesthetic and presentation

## Topics/Unit:

- Introduction to computers, OS, File management
- Windows
- Word
- Excel
- Power Point
- Access

## Grading:

- 80 % Semester classroom work, quizzes, tests
- 20 % Semester final Grade
- I use the standard 90 80 70 60 scale.

## Articulation:

- This course is articulated with Front Range community college. Students earning a C or better can receive the 3 credit CIS 118 at no cost.

## Classrooms Rules and Policies:

- Show up on time. If you are tardy you are not allowed to leave the room that period and will lose classroom points.
- Treat the computers and other equipment in the room appropriately.
- Respect all students in the classroom physically and verbally.
- Use proper judgment on the internet
- No Food or drink is allowed in the computer lab (water is ok)
- Inappropriate language will not be tolerated and result in consequences and loss of classroom points.
- No portable electronic devices out or in use during class time.
- Late work will result in loss of points. Late = 75 % credit After 3 weeks = 0 %
- Student is allowed 5 passes per semester to use as you please (no passes 1<sup>st</sup> or last 5 minutes of the period).

Please remove this bottom section and have your son/daughter return it to me. Keep the top half to refer back to. I check my e mail most often, so it is my preferred way for you to reach me. Thank you.

-----  
Computer Applications Hr \_\_\_\_\_ Please print student name \_\_\_\_\_

I have read and discussed this course syllabus with my son/daughter. Please contact me if you have any questions or concerns.

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Student Signature Date

Please provide accurate parent contact information

Phone \_\_\_\_\_

E mail \_\_\_\_\_

## **Semester Course Outline and Topics**

### **Computers**

- A. Input and output devices
- B. Operating systems
- C. Hardware
- D. Software
- E. Intro to office
- F. Files
- G. File management
- H. Printing and setting up printers
- I. Office layout and general terminology
- J. E mail and E mail functions

### **Microsoft Word**

- A. Editing and modifying text
- B. Spell check, grammar, thesaurus
- C. Page setup and margins
- D. Tab settings
- E. External graphics and clip art
- F. Tables
- G. Document sections and breaks
- H. Styles and themes
- I. Citations, footnotes and TOC

### **Excel**

- A. Workbooks and Worksheets
- B. Columns and rows add/delete
- C. Formatting cells (date, time, etc...)
- D. Editing data
- E. Basic formulas
- F. Absolute cell reference
- G. Conditional formatting
- H. Sorting Data
- I. Auto Formula
- J. Charts and Graphs

### **PowerPoint**

- A. Planning and audience
- B. Editing and formatting slides
- C. Slide arrangement
- D. Transitions and animations
- E. Adding multimedia
- F. timing and rehearsal
- G. Presentation and speaker notes

### **Access**

- A. Database terminology
- B. Creating a relational database
- C. Sort and filter data
- D. Preview and printing a database
- E. Data collection methods and input options
- F. Creating reports from data