Computer Applications 1 & 2

| Ms. Emery	Syllabus	Room 229

Special points of interest:

- **Earn Penn College credit**
- 18 Dell Computers
- Connected to MASD network
- Xerox Laser Jet Printer
- Color Laser Printer
- Access to digital camera and scanner
- Microsoft Word
- Microsoft Access
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher
- Microsoft PhotoDraw
- SAM 2003

MOS: Microsoft Office Specialist

The MOS certification program recognizes individuals who have achieved a certain level of mastery with Microsoft Office products and provides a framework for measuring end-user proficiency with Microsoft Office applications. MOS certification helps business professionals get better jobs through verifying productivity on Microsoft Office Applications.

What can I learn from this course?

Computers are becoming more and more prevalent in education and business today, and it is imperative that students learn to use these resources properly. This course provides instruction using Microsoft 2003/XP.
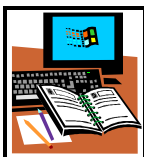
Word will be used to create letters, reports, memos, and newsletters quickly and efficiently. In Excel, students will use a grid of rows and columns containing numbers, text, and formulas to solve problems that involve numbers. Access will be used to organize, store, retrieve, and analyze information. PowerPoint will be used to create slides, outlines, speaker's notes, and audience handouts and Publisher will be used to create brochures and flyers.

As a requirement for this course, students must create a fictitious business. Using Microsoft Word, Access, Excel, PowerPoint, and Publisher students will create many of the items needed to start a business. The Internet and various resources will be used to gather valuable information to be used for this project.

The Internet is a tool for learning, finding up-to-date information, and communicating with others. In Computer Applications, the students learn how to use Internet Explorer efficiently on the Internet.

At the conclusion of this course, students can take the Microsoft certification exam. A student who completes Computer Applications 1 & 2 in the same school year can earn college credit from the Pennsylvania College of Technology.

Grading Assessment

Computer Applications 1

Grading Period 1:	Grading Period 2:
40% Assignments	40% Assignments
20% Projects	20% Projects
20% Tests	20% Tests
10% Quizzes	10% Quizzes
10% Class Participation	10% Class Participation

Computer Applications 2

Grading Period 3:	Grading Period 4:
20% Assignments	20% Assignments
40% Projects	40% Projects
20% Tests	20% Tests
10% Quizzes	10% Quizzes
10% Class Participation	10% Class Participation

Classroom Rules

- Be prompt
- Be respectful to others
- Clean up work area
- Do your own work
- Report any problems
- Always have a **POSITIVE ATTITUDE**

Computer Applications Competencies

- Develop efficient skills using Word, Excel, Access, PowerPoint, and Publisher
- Apply effective search skills on the Internet
- Apply desktop publishing techniques
- Apply decision making skills to problem solving
- Utilize various resources
- Create and deliver a complete business presentation using Microsoft Office

☑ Be sure to follow your network acceptable use agreement in class at all times. You must have network access to be able to complete this course.