



**Ephrata High School
Course Syllabus
Computer Applications
5100**



I. Course Description

This course will provide instruction and review of the "touch" method of typing, and will enable students to develop their speed, accuracy, and proofreading skills on the keyboard. Keyboarding fundamentals and proper techniques will be emphasized as well as the basic formatting of documents in Microsoft Word, Excel and PowerPoint. Instruction of Internet search skills will be incorporated into the lessons. This course is for students who want to improve their keyboarding skill or have not had formal keyboarding instruction.

II. Materials & Equipment

- Century 21 Computer Applications & Keyboarding – Hoggatt, Shank, Robinson 7th ed.
- Personal Computer

III. Course Goals & Objectives

Students will be able to:

Keyboarding

- Increase typing speed and accuracy using the "Home Row"
- Understand the importance of proofreading documents
- Use learning to type software programs

Microsoft Word

- Use toolbars, functions, and language skills associated with Word
- Note dictation skills, vocabulary, short Reports, and title pages
- Compose personal business letters, everyday letters, tables, and MLA reports with works cited

Excel

- Demonstrate the use of formulas, charts, labels, and values
- Apply problem-solving, copying, blocking, navigating, and editing on spreadsheets

Power Point

- Create desktop projects, career projects, and integration applications

Career Unit (Software Programs and Internet)

- Define career interest through research and exploration
- Acquire career knowledge through software, Internet, and instruction
- Create Personal Portfolios

Internet Research

- Understand search techniques, e-mail, plagiarism, and reliable websites

IV. Course Topics (Summary Outline)

- Using Microsoft Word
- Alphabetic Keyboard using the "Home Row"
- Numeric Keypad
- Proofreading Documents
- Using Microsoft Word
- Memos and E-mails
- Personal Business Letters
- MLA Reports
- Tables in Word
- Tables in Excel
- Charts in Excel
- Creating a Power Point Presentation
- Career Research and Personal Portfolios

V. Assignments & Grading

Grades will be determined by projects, quizzes/tests, culminating assignments, oral presentations, and participation. High school grading system and scale will be used to determine letter grades based on a scale of 100.