



Dr. Mason's Syllabus for Computer Software Applications

SKILLS FOR SUCCESS: CORE LEARNING GOALS

Computer Software Applications is a course designed to provide students with the opportunity to learn commercial software application programs similar to those commonly used in college and industry. It will acquaint students with ways to use a computer as a tool for personal use and school-work as well as current trends in the work place. The major topics in the course include: Microsoft Office Suite (Word, PowerPoint, and Excel) and Adobe Photoshop.



Course Objectives:

- Students will learn acceptable computer and Internet practices in order to safely explore the vast resources of the information super-highway.
- Students will learn to use a variety of computer software applications and technology resources in order to prepare classroom projects.
- Students will be provided with

the necessary skills to work competently and competitively using the tools of technology. This course meshes with the Prince George's County plan that students demonstrate competencies in technology use.

The following outline is the focus of instruction for Eleanor Roosevelt High School's Computer Software Application course.

Acceptable Use Policy

- Utilize acceptable usage of computer hardware and software
- Create a student Acceptable Use Policy (AUP) for computer use including penalties for misuse
- Compare and contrast student AUP guidelines to the official Eleanor Roosevelt High School AUP

Computer Basics

- Identify and define parts of a computer, computer system and computer network
- Define computer and network terms
- Navigate the network: saving files to drives, locating icons, and

using the start menu

Microsoft Word 2003

- Create, save, close, open, print and manage files
- Create menus, flyers and other documents
- Insert pictures from Word's Clip Art Gallery and the Internet
- Format documents
- Print documents

Internet Exploration

- Research careers using the Internet
- Locate information from web sites
- Use Boolean operators to limit searches
- Find information using search engines and search directories
- Copy and paste graphics and text from the Internet to a variety of computer applications and files
- Cite copied information in the correct format

Microsoft PowerPoint 2003

- Identify components of the PowerPoint window
- Identify various toolbar features and buttons
- Add new slides to a presentation

- Create linear and interactive PowerPoint Presentations
- Edit, save, print and format slides in a presentation
- Run a slide show
- Add animation effects to a presentation
- Enhance and customize a presentation with tables, charts, graphic objects, sounds, transitions, and effects
- Present a PowerPoint slide show using timing and rehearsal tools
- Print a presentation in handout view

Microsoft Excel 2003

- Identify components of the Excel window
- Identify various toolbar features and buttons
- Create a new spreadsheet, save it, open an existing one
- Gather data and present it
- Insert formulas and functions into a spreadsheet
- Design charts and graphs in Excel
- Edit, save and print database tables and reports

Microsoft Publisher 2003

- Identify components of the Publisher window
- Identify various toolbar features and buttons
- Create new documents by selecting a template from the catalog, save it, open an existing presentation
- Change between different pages in a Publisher document
- Cite sources and paraphrase text

What Is This Class About?

Well, since you asked, students will complete this course with a fundamental understanding of computer operations and applications. College-bound students will be well-prepared for writing college papers and preparing presentations. Students entering the workforce

will have excellent, marketable job skills. Students will have the skills to work as clerical assistants, desktop publishers, data entry clerks, publication specialists, computer operators, word processors, typists, and computer support specialists.



ELEANOR ROOSEVELT HIGH SCHOOL

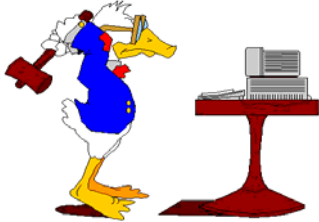
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Dr. D. Mason
Business Education Teacher

Hit any key to continue...



DR. MASON'S RULES

You are expected to:

- Attend class regularly, arrive on time, and be in your seat when the bell rings
- Begin warm-ups promptly and quickly
- Have your own work materials (flash drive, pen, pencil, paper and notebook)
- Raise your hand to ask or answer questions
- Be polite, courteous and respectful to the teacher, fellow classmates and classroom guests
- Abide by student rules at all times (wear school ID; do not bring electronic devices to class; dress appropriately and do not eat or drink in class)
- Take good care of computer/technology equipment

FOOD FOR THOUGHT...

Within our reach lies every path we ever dream of taking.
 Within our power lies every step we ever dream of making.
 Within our range lies every joy we ever dream of seeing.
 Within ourselves lies everything we ever dream of being.

Grading Policy

To achieve success in **Computer Software Applications**, students must attend class daily, take their assigned seats prior to the late bell and stay on task throughout the class period. A student's final grade will be based on the following weighted factors:

Class Work	60%
Homework	10%
Assessment	30%
Total	100%

Letter grade equivalents for all classes are as follows:

A = 90 – 100%
B = 80 – 89 %
C = 70 – 79%
D = 60 – 69%
E = 0 – 59%

**Computer Software
Applications
Room 116**

Tips for Success in Computer Software Applications Class

You may be thinking, "I am no computer whiz or geek! I don't know how to do all that fancy computer stuff." That's okay! The purpose of this course is for you to learn how to create publications and presentations using a computer. So, don't start off discouraged because you don't know enough. You'll learn.

One thing to remember is this: A computer class requires using computers in class (that is why it is

called a computer class). Therefore, if you want to succeed, you must attend class regularly. Most work is done in class. If you do not attend class regularly, you will not complete your projects on time.

Keep all of your handouts! You do not have a textbook for many of the applications we will use in class, so NEVER throw away instructions on how to do something. You'll need it again! You will also receive a note-

book grade.

Keep track of your work. You must have a three-ring binder for this class. Please put all worksheets in your binder as you receive them.

Be patient. Computers will sometimes do mean things, like shut down or quit working at the worst time. Take it with a grain of salt and don't let it get you down. Save work frequently to avoid major problems.

THINGS YOU'LL NEED FOR THIS CLASS

- ◆ Notebook
- ◆ Notebook paper
- ◆ Flash Drive
- ◆ Pens
- ◆ Pencils



ERHS Mission: Meeting the challenges of a changing world by creating a community of caring, life-long learners.