

COMPUTER APPLICATIONS

Harris County High School Course Syllabus

Business Education Department

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Course Description: Computer Applications is a course designed to develop skills in and increase the knowledge of the computer. The course will include review of the touch method of keying, formatting and keying personal and business documents, spreadsheet and database management, desktop publishing and presentation software activities, all using Microsoft Office Professional XP. Other course content areas include business and computer spelling/vocabulary, career investigation, computer literacy and the Internet.

Course Objectives:

1. Review/reinforce skills in entering alphabetic, numeric and symbol information using the touch method on a keyboard.
2. Format and key correspondence, reports, tables and business forms using Word.
3. Improve spelling, business/computer vocabulary, career knowledge, and computer literacy.
4. Improve proofreading and editing skills.
5. Create and modify database objects using Microsoft Access.
6. Be able to produce properly formatted spreadsheets with formulas and charts/graphs using Microsoft Excel.
7. Become more computer literate.
8. Learn the importance of and use good work ethics.
9. Use PowerPoint to create classroom presentations.

Career Opportunities: Students will research different career areas using the Internet and/or the Georgia Career Information Systems. Other pertinent, current career information will also be presented in the class. Students are also encouraged to join Future Business Leaders of America.

Advanced Placement Opportunities: Harris County High School has established an agreement whereby students can transfer business education credit through the “Tech Prep” plan. Students who continue their education at Columbus Technical College or West Georgia Technical College may be interested in this program.

Instructional Methodologies/Strategies: Primary strategies used during this course consist of brief lectures, discussions, demonstrations, and practice of skills. Most of the student activities will consist of lab work using computer equipment for lab activities. Students will take spell/vocabulary tests almost every Friday. Make-up work is to be processed as soon as possible with a 3-day limit set-up date for each missed assignment.

Supplies Needed: Three-ring 1 ½” notebook, pen or pencil, and notebook paper.

TO SUCCEED IN THIS CLASS:

- COME EVERY DAY!
- BE PREPARED AND ATTENTIVE!
- STAY ON TASK!
- MAKE UP WORK AS SOON AS POSSIBLE!

I have read and understand the 2007-2008 Computer Applications course syllabus from Harris County High School.

Student Signature

Date

Parent Signature

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