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## **Computer Applications**

Computer Applications is designed to provide students with an understanding of various software applications programs commonly found in the business workplace today. The majority of the course is devoted to hands-on use of the networked lab through office simulations using integrated spreadsheet, database, and word processing software. The software applications that will be used are MS Word, MS Excel, and MS Access.

### **Objectives:**

*At the end of this course, students will...*

1. Demonstrate self-management skills and professionalism.
2. Demonstrate interpersonal skills.
3. Understand basic computer terms and concepts dealing with the parts and uses of the computer, the information processing cycle, and business/computer ethics.
4. Effectively manipulate and format business documents including letters, reports, tables, and memos, in various word-processing applications.
5. Effectively use and manage software.
6. Explore steps that need to be taken to begin a career in the workplace
7. Manipulate and format data in a spreadsheet application
8. Manipulate and format data in a data base application

## **Grading Scale**

A	= 94%-100%	C	= 73%-76%
A-	= 90%-93%	C-	= 70%-72%
B+	= 87%-89%	D+	= 67%-69%
B	= 83%-86%	D	= 63%-66%
B-	= 80%-82%	D-	= 60%-62%
C+	= 77%-79%	F	= 0%-59%

**Tests / Quizzes and Projects (50%)** Tests will be announced in advance when we reach the end of a unit. Each test will be worth 100 points. Tests will consist of short answer, terms, and production work. Quizzes will normally be worth 0-20 points.

**Lab work (50%)** Daily work will include lessons out of the book to evaluate mastery and assignments created by the instructor.

## **Semester Plans**

- Review of basic word processing documents (letters, memos, tables)
- Advanced functions of Word
- Spreadsheets using Microsoft Excel
- Data base applications using Microsoft Access