



COLLEGE COMPUTER APP.

Course Syllabus

Mr. Van Stavern

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Class Website: www.willardbiz.com/vanstavern

Conference Hour: 2nd Hour (8:13-9:05 am)

Textbook

Microsoft Office 2013, Introductory & Advanced, First Ed. (Misty E. Vermaat)

Course Rationale

This course will teach students microcomputer skills using the computer application products from the business community, enabling the student to confidently work with these products.

Prerequisites

Computer App. I – From this course the student has studied the structure and components of microcomputers, internet usage, and their operating systems. Computer Applications I provided an introduction to word processing, spreadsheet applications, and presentation software. It is essential that students have completed this course.

Description

This is a “hands-on” class learning to use the most common microcomputer software programs. This course provides additional basics and advanced features in word processing, spreadsheet applications, and presentation software. This course is an introduction to database management and desktop publishing in word and publisher.

Course Objectives

Upon successful completion of this course students should be able to:

- 1. Identify and discuss components of micro-computing systems and their interrelations including hardware and software and computer security issues. (Review from Computer Applications I)*
- 2. Use reasoning, creative thinking, problem solving techniques, and microcomputer applications to solve organizational problems.*
- 3. Create, manipulate and format word processing documents.*
- 4. Write spreadsheet formulas and functions, develop charts and use spreadsheet tools to conduct basic what-if analysis of numerical data.*
- 5. Use database tools to organize, maintain, and process information.*
- 6. Use presentation software to present information and ideas.*
- 7. Use the Internet as an effective resource of information.*
- 8. Use tutorials, on-line help and information resources, and reference manuals to access information about microcomputer applications.*

Content Outline

- 1. Using Microcomputers, Information Resources, User Interfaces, and Internet*
- 2. Word Processing*
- 3. Electronic Spreadsheets*
- 4. Database Management*
- 5. Presentation Software*

Grading Scale



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We will adhere to the standard grading scale, outlined in the student handbook.