

## ***Computer Applications***

### **COURSE DESCRIPTION:**

Computer Applications is a one-semester class exploring the uses of the computer in today's world. The course covers terminology, computer concepts, applications, and the operation of a computer system. Students will have hands-on experience with the microcomputer. Applications will include word processing, database, and spreadsheet.

### **COURSE OBJECTIVES:**

The student should be able to:

1. Explain the basic operations of a digital computer system and the terminology associated with a digital computer.
2. Explain the purpose, operation, and care of the basic components of a microcomputer system (e.g. the central processing unit, memory, and speed).
3. Analyze primary storage and the various types of secondary storage.
4. Identify input and output devices and their uses.
5. Use an integrated software package to complete word processing, database, and spreadsheet activities.
6. Describe ergonomic principles in the configuration of computer workstations.
7. Apply computer ethics.
8. Identify career opportunities existing in the information processing area.

### **TEXTBOOKS USED:**

**Application:** Microsoft Office v.X Macintosh Basics, 3<sup>rd</sup> Edition, Thomson Learning.

**Literacy/textbook:** Textbook used is: Computers: Understanding Technology, 2<sup>nd</sup> Edition, EMC Paradigm

### **COURSE OUTLINE:**

#### **From the Application Book:**

##### **Word Processing Unit:**

- Creating and Managing Files
- Document Basics
- Working with Basic Writing Tools
- Creating and Printing a Document
- Using Basic Formatting Techniques
- Enhancing Documents
- Using Timesaving Features
- Working with Tables

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- Working with Graphic Objects

### **Spreadsheet Unit:**

- Understanding Workbook Basics
- Using Formulas and Functions
- Creating, Printing, and Distributing Worksheets
- Formatting and Editing the Worksheet
- Using Excel's Workbook Features
- Working with Charts

### **Database Unit:**

- Working with Database Features
- Advanced Database Features

### **From the Literacy book:**

#### **Chapter 1: Our Digital World**

- Examples of Digital Technologies
- Advantages of using a computer over manual
- The computer Process
- Components of the Computer System
- Categories of Computers
- Wireless Communication

#### **Chapter 2: Input and Processing**

- Input and Processing Technology
- Types of Input Devices
- How Computers Process Data
- Components of the System Unit
- Types of Memory
- Expanding a Computer's Capabilities

#### **Chapter 3: Output and Storage**

- Types of Output
- Display Devices
- Types of Printers
- Other Types of Output
- Storage Devices and Media
  - Magnetic Storage Devices and Media
  - Optical Storage Devices