



New York Mills High School
Curriculum Document

Curriculum Area: **Business Education**

Course Name: **Computer Applications I**

Common Course Catalog Number: **10004**

Length of Course: **One Semester**

Pre-Requisite: **None**

Grade Level: **10-12**

Course Description:

This course offers an introductory exposure to the many uses and aspects of computer technology. Students acquire keyboarding skills while learning word processing fundamentals and explore the processes of using technology for research, communication, and information processing. Students will learn fundamental concepts of computer hardware and software and become familiar with a variety of computer applications, including word-processing (Word), spreadsheets (Excel), databases (Access), and multimedia presentations (PowerPoint).

Essential Learner Outcomes

- * Explain and demonstrate basic operations and concepts of technology.
- * Be able to demonstrate technology productivity and communications tools.
- * Be able to use technology and other research tools.
- * Be able to use Microsoft Office 2010 applications and tools proficiently.
- * Use technology as a problem solving and decision making tool.
- * Be able to demonstrate their abilities by integrating Word, Excel, and PowerPoint.

Units of Study: Microsoft Office 2013 Introductory Chapters 1-4:

WORD

Chapter 1 – Creating, Formatting, and Editing a Word Document with Pictures

Chapter 2 –Creating a Research paper with Citations and References

Chapter 3 –Creating a Business Letter with a Letterhead and Table

Chapter 4 – Creating a Document with a Title Page, Lists, Tables, and a Watermark

EXCEL

Chapter 1 – Creating a Worksheet and an Embedded Chart

Chapter 2 – Formulas, Functions, and Formatting

Chapter 3 – What-if Analysis, Charting, and Working with Large Worksheets

Chapter 4 – Financial Functions, Data Tables, and Amortization Schedules

ACCESS

Chapter 1 – Databases and Database Objects

Chapter 2 – Querying a Database

Chapter 3 – Maintaining a Database

Chapter 4 – Creating Reports and Forms

POWERPOINT

Chapter 1 – Creating and Editing a Presentation with Clip Art

Chapter 2 – Enhancing a Presentation with Pictures, Shapes, and WordArt

Chapter 3 – Reusing a Presentation and Adding Media

Chapter 4 – Working with Information Graphics

PUBLISHER

Chapter 1 – Creating a Flyer

Chapter 2 – Publishing a Trifold Brochure

Chapter 3 – Designing a Newsletter

Chapter 4 – Creating a Custom Publication and Business Sets