



Course Outcome Summary

Course Information: **Intro to Software Application**

Description:

Would you like all the necessary computer skills to complete your assignments successfully during your high school career? Do you plan on attending a 4-year university or technical college after high school? Do you plan on pursuing a work career directly after high school? If you answered yes to any of the above questions, then taking this class will get you ahead of the game. Regardless of your future plans, Microsoft Office software is the most widely used application utilized in universities, technical colleges, and the working world. This is also the software of choice by the teachers at Sparta High School. In this course, you will learn how to navigate this powerful software to properly format all of the future assignments that your teachers will be requiring. You will also get a basic working knowledge of the programs of Microsoft Office that you will need as a student or employee after high school.

This is a college level course offering **Transcribed Credit through Western Technical College**. Transcribed Credit agreements are also created between your high school and Western. Your high school teacher teaches the course at your high school. Once you enroll in and successfully complete the course, you receive credit from both your high school and Western. This gives you a jump start in your college career and saves you MONEY!

Instruction Level:

GRADE LEVELS: 9-12 RECOMMENDED

Total Credits:

1

Prerequisites:

None

Textbooks:

8th Edition Century 21 Computer Applications and Keyboarding, Hoggatt and Shank, Thomson Southwestern, ISBN # 0-538-43946-7

Course Standards:

- Students will communicate and collaborate with others to accomplish tasks and develop solutions to problems and opportunities.
- Students will identify and apply employability skills
- Students will assess the benefits and challenges of working in diverse settings and on diverse teams

- Students will apply leadership skills in real-world, family, community and business and industry applications.
- Students will apply basic social communication in both personal and professional settings.
- Students will use current technology to enhance the effectiveness of communication.
- Students will analyze the role of personal integrity and ethical behavior in the workplace.
- Students will create print-quality publications for intended audiences or purpose through the use of advanced layout, design and graphics production software and hardware.
- Students will use an appropriate digital tool to meet personal and business needs.

English

- Determine the need for transition words or phrases to establish subtle logical relationships within and between paragraphs
- Determine the most logical place for a sentence in a fairly complex essay
- Provide a subtle introduction or conclusion to or transition within a paragraph or essay (e.g., echoing an essay's theme or restating the main argument)
- Rearrange the sentences in a fairly complex paragraph for the sake of logic and coherence
- Delete commas in long or involved sentences when an incorrect understanding of the sentence suggests a pause that should be punctuated (e.g., between the elements of a compound subject or compound verb joined by *and*)
- Recognize and correct inappropriate uses of colons and semicolons
- Use punctuation to set off complex parenthetical elements
- Use apostrophes to form simple possessive nouns

Unit

1. **Keyboard Review**
2. **Internet Navigation**
3. **Microsoft Word**
4. **Microsoft Excel**
5. **Microsoft PowerPoint**

Unit Outlines

1. Keyboard Review

Standards:

- Students will use current technology to enhance the effectiveness of communication.

Essential Questions:

Student will be able to answer the questions:

- Why is proper technique essential in today's world of work?

Essential Knowledge:

- The students will have a goal to be able to use the proper technique and key 35 words per minute by using the website of freetypinggame.net.

2. Internet Navigation

Standards:

- Students will analyze the role of personal integrity and ethical behavior in the workplace.

Essential Questions

Student will be able to answer the questions:

- Why is important to save your work?
- How do you find information on the internet?

Essential Knowledge:

- The students will be able to use different search engines and be able to save documents to vary places.

3. Microsoft Word

Standards:

- Students will apply basic social communication in both personal and professional settings.
- Students will create print-quality publications for intended audiences or purpose through the use of advanced layout, design and graphics production software and hardware.

Essential Questions

Students will be able to answer the questions:

- How does knowing how to format documents help your life?

Essential Knowledge

- The students will be able to format the following documents by using Microsoft Word: Memos, Letters, Outlines, Research Papers, Brochures, Flyers, Tables.

4. Microsoft Excel

Standards:

- Students will apply basic social communication in both personal and professional settings.
- Students will create print-quality publications for intended audiences or purpose through the use of advanced layout, design and graphics production software and hardware

Essential Questions:

Student will be able to answer the questions:

- How can Microsoft Excel help you in your life?

Essential Knowledge

- The students will be able to use Microsoft Excel to create documents that include data entry, data formatting, and charting by using functions and formulas in the program.

5. Microsoft PowerPoint**Standards**

- Students will create print-quality publications for intended audiences or purpose through the use of advanced layout, design and graphics production software and hardware.
- Students will use an appropriate digital tool to meet personal and business needs

Essential Questions

Student will be able to answer the questions:

- What is the main purpose for using a Power Point?

Essential Knowledge

- The students will be able to create a visual aid to help them in a formal presentation by using Microsoft PowerPoint.

