

# Computer Applications

Room 303 Divine

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## Course description

This course is an introduction to using general-purpose software tools. The tools to be covered include word processing, spreadsheet, database, and presentation software as well as an email client. Students will do hands-on work in each application.

## Goals:

- To master the basic features of an integrated software package or suite that includes email, word processing, spreadsheet, database and presentation software.
- To learn how to select the right application for a task.
- To learn how to combine the features of several applications in order to perform a task.
- To develop the computer terminology and technical reading and writing skills to effectively use office applications.

## Grading Scale

Classwork	70%
High School and Beyond Binder	30%
Total	100%

## Other information:

This class will cover the basics of the Microsoft Office Suite. We will meet in the computer lab daily. By the end of the course the students will have completed their High School and Beyond binder as well as understand the basics of computer applications.

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Students will need the following information for their binder:

- ★ Copy of their IEP (After their meeting this year)
- ★ Copy of their Audiogram (Must be dated within 2 years)
- ★ HS Transcript (Will be printed after the completion of the first semester )
- ★ Copy of their Birth Certificate (and a note to where the real one is)
- ★ Medical Information/History
- ★ Medical Immunization records
- ★ Students should also be setting up a meeting with their local Department of Vocational Rehabilitation (DVR)

## Computer systems

- Computer Hardware
- Software and apps
- Zip and unzip folders
- Security and safety

Students will also be graded on their ability to use email

## MS Word

Test #1

- Creating a Document
- Editing and Formatting a Document
- Creating a Multiple-Page Report
- Desktop Publishing a Newsletter

**Project: Requesting a letter of reference, Requesting a letter of Recommendation, Resume, and Cover Letter, Essay**

## MS Excel

Test #2

- Using Excel to Manage Financial Data
- Working with Formulas and Functions
- Developing a Professional-Looking Worksheet
- Working with Charts and Graphics

**Project: Community Service Log and Work/College Budget**

Integration Project between Word and Excel

## MS Access

Test #3

- Introduction to Microsoft Access
- Creating and Maintaining a Database
- Querying a Database
- Creating Forms and Reports

Integration Project between Word, Excel, and Access

## MS

## Powerpoint

Test #4

- Creating a PowerPoint Presentation
- Applying and Modifying Text and Graphic Objects

**Project: Final HSB presentation**

Integration Project between all programs.

