COMPUTER APPLICATIONS

WASHINGTON TECHNOLOGY MAGNET MIDDLE SCHOOL

Ms. Brentwood – Room 4460

DESCRIPTION: This course is designed to learn basic computer skills and applications for personal, vocational, or college bound use. The major objective is to learn the basics of Microsoft Office 2004: Word, Excel, PowerPoint, and MLA style reports. Emphasis will be placed on producing and publishing documents, spreadsheets, and presentations while improving proper keyboarding techniques. (Plagiarism and Internet Safety will also be addressed)

COURSE OUTLINE:

1. REVIEW TOUCH METHOD OF KEYBOARDING

Software: www.keyboardingonline.com

1. Home Row Keys, letters/numbers, punctuation keys, and symbols
2. PROOFREADING/PLAGIARISM/INTERNET SAFETY
3. WORD
4. Word Art, Inserting and Moving Graphics
5. Newsletters: Columns, Fonts, Alignment, Spell Check
6. MLA Style One-Page Report
7. POWERPOINT
8. Slide Design/Layout
9. Inserting Graphics
10. Animation
11. Slide Transitions
12. Sound Effects, Slide timings
13. SPREADSHEETS (EXCEL)
14. Inserting and sorting data
15. Formulas using order of operations
16. Creating charts from data
17. Creating a flow chart from Autoshapes

GRADING: Students grades will be determined using the guidelines below

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| Proficiency  Level | Score Entered  Into CAMPUS Grade book | What the word/score means |
| Exceeds proficiency  (Exceeds standards based learning goal) | 4 | Student work goes above and beyond the criteria for meeting the learning goal. |
| Proficient  (Meets standards based learning goal) | 3 | Student work meets the learning goal. It is proficient work that demonstrates the essential skills and knowledge of the learning goal. |
| Close to Proficient | 2 | Student work demonstrates progress toward the learning goal and is close to demonstrating proficiency. |
| Beginning  (Does not meet standards based learning goal) | 1 | Student work demonstrates minimal progress toward meeting the learning goal. |
| No Score Given  (No evidence) | 0 | Student has shown insufficient evidence to gauge progress toward the learning goal. |