



## **Information Technology/ Computer Applications**

### Course Syllabus

### Fall Semester 2011

Instructor: Mr. Scheef

Planning Time: Sixth Period

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**DESCRIPTION:** The student will gain an understanding of the elements of Microsoft Office, which include using a word processor, a spreadsheet, and creating power point presentations. The student will also work with system software and gain an understanding of computer concepts.

#### **GOALS:**

1. TLW know and understand essential computer concepts.
2. TLW know and understand system software such as Mac OS X Leopard.
3. TLW understand file management.
4. TLW work with and understand web browsers.
5. TLW get started with the basics of Microsoft Office 2008.
6. TLW will work with Microsoft Word to create document, enhance documents and add special elements to documents.
7. TLW create worksheets in Excel, use complex formulas and work with charts.
8. TLW create presentations in power point in addition to polishing and running a presentation.
9. TLW integrate Office 2008 programs with each other.

#### **EVALUATION:**

The number of points per assignment will vary depending on the length and difficulty of assignment. There will be vocabulary and questions after each section. There will be an end of unit project for each area that will generally be worth 50-75 points. Tests will be worth 100 points apiece. 200 points - Semester Project

