



Computer Applications

Grand Haven High School



Course Number: G33
Grade Level: 9th, 10th, 11th, 12th
Credits : 1/2
Prerequisite Courses : None

Course Description

This is a practical entry-level course that will cover computer basics, word processing and spreadsheets. Some online experiences will be incorporated. Students should be able to key at least 30 words per minute. Students who are slower typists or take longer to process directions are encouraged to take the Keyboarding class first.

Course Objectives

Students will learn the concepts of Microsoft Word and Excel 2013 and will be able to produce professional, mailable documents.

Student Expectations

Students will be responsible and give their best effort to produce quality documents. They will work together with the teacher and all of their classmates to make the environment a pleasant and comfortable place to learn.

Communication

I can be reached by email at keur@ghaps.org
I can be reached by my school phone at 850-6167

Building Behavioral Expectations

TEAM GH ... One Team, One Family, One Grand Haven. Be Kind. Always.

It is our expectation that ALL GHHS students, staff and parents will ... always give their best **EFFORT** in everything that they do, work hard to be **INCLUSIVE** of each other, show **RESPONSIBILITY** in class, the hallways, cafeteria and at events, and **WORK TOGETHER** at all times!

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Grading Policy

93-100 = A	80-82 = B-	68-69 = D+
90-92 = A-	78-79 = C+	63-67 = D
88-89 = B+	73-77 = C	60-62 = D-
83-87 = B	70-72 = C-	Below 60 or Missing Assignment = F

Assignments/Classwork	50%
Participation/Professionalism	10%
Application Tests	40%

Scope and Sequence

Getting Started with Microsoft Word 2013:

Creating Letters and Envelopes
Editing Documents
Working with Tables
Creating Reports
Creating Newsletters
Creating Letters using MailMerge
Working with Templates

Getting Started with Microsoft Excel 2013:

Worksheet and Workbook Basics
Creating Formulas
Using Function Formulas
Formatting Spreadsheets
Charting Data
Working with Advanced Functions
Working with PivotTables and PivotCharts

Final Review Project

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