

Computer Skills (Business)

Required – Semester – 9

Prerequisites: None

Course Purpose

Computer Skills is designed to equip student with the tools they need to make use of God's rich blessing of technology.

Students will learn how to apply these skills to their lives as Christians.

Students will gain hands-on real world experience in developing skills in word processing, spreadsheet creation, and presentation software.

The course will also study how computers and peripherals work.

Course Objectives

The successful student will:

- Understand the blessings of technology and how to use it to the glory of God
- Develop the skills necessary to maximize their God-given potential.
- Posses a working understanding of computers and their various applications
- Understand how to navigate the Windows operating system efficiently
- Posses a working knowledge of Microsoft Office and its various components
- Prepare and present projects in Microsoft Word, Excel, and PowerPoint
- Demonstrate an ability to integrate the three above mentioned programs

Course Outline

- Introduction to Computers
- Introduction to Windows
- Microsoft Word – Three Chapters
- Microsoft Excel – Three Chapters
- Microsoft PowerPoint – Three Chapters
- Final Project

Instructional Strategies

Chapter Projects

- Students will follow specific step by step textbook instructions to create assignments.
- Grades are based on accuracy.

Cases and Places

- Students follow general guidelines to create their own assignments.
- Grades are based on accuracy and creativity.

Sam 2010

- Skills Assessment Manager (SAM) will be used to assess and evaluate student understanding.
- Training modules are available to students online.

Final Project

- Students will integrate Word, Excel, and Power Point into a final project.
- Students present the final project to the instructor in class.
- Grades will be assessed by determining how many performance points students achieve.

Grading

- Chapter Projects and Cases and Places - 70%
- Final Project - 30%
- Various extra credit projects may be accepted based on instructor discretion
- Grading Scale
 - A+ 100-99
 - A 98-95
 - A- 94-93
 - B+ 92-91
 - B 90-87
 - B- 86-85

- C+ 84-83
- C 82-79
- C- 78-77
- D+ 76-75
- D 74-72
- D- 71-70
- F 69-0

Student Materials

All materials are provided for the student

Textbook – *Microsoft Office 2010 – Introductory* Shelly Cashman

Classroom Procedures

- Assignments will be submitted as e-mail attachments
- Due dates will be clearly spelled out
- Students may work ahead with instructor permission
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Ground Rules for this Class

- Students must only on Computer Skills coursework unless specific permission is given.
- Strict adherence to the Internet Usage Agreement is expected.