

Practical Computer Applications

Penn-Trafford High School

I. Course Data

Course Title: Practical Computer Applications (H)
Credits: 1

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Textbook/Materials: Microsoft Office 2019 Introductory Concepts and Techniques and Microsoft Office 2019 Advanced Concepts and Techniques – Shelly Cashman Series.

II. Course Description

This course focuses on the advanced features of Microsoft Office. Students will be provided with opportunities to discover the higher-level thinking skills necessary to succeed in today's business market. This course is designed for students who wish to excel in college, or seek employment in business, communication, or other related careers.

III. Course Objectives

- To create merged documents
- To compile useful information from raw data
- To make decisions based on raw data, documents, and personal knowledge
- To solve problems based on the results prepared documents
- To sort and calculate data in Tables using MS Word
- To format columns and sections
- To format graphics and text boxes
- To edit styles
- To create forms in Web documents
- To customize macros
- To apply advanced formats to worksheets and charts in MS Excel

- To print Workbooks
- To filter and extract data
- To work with analysis tools and PivotTables
- To create macros and menus
- To modify table design in MS Access
- To create relationships in Tables and Queries
- To analyze data
- To create advanced report features

IV. Course Requirements

Regular attendance at class meetings

Participation in classroom discussions and software demonstrations

Satisfactory completion of all assignments, projects, and examinations

V. Student Evaluation

There will be a variety of instructional techniques utilized to evaluate student performance.

- Assignments
- Projects
- Quizzes
- Exams (theory and application)

Grading Procedures for assignments turned in late:

1 day late = -10%

Half-credit = when submitted late within 1 week (>2 days and <8 days)

NO credit after 7 days