

South Hadley High School
"A Tradition of Excellence"

We pledge to create a challenging and supportive academic community in which each member strives to develop his/her potential, to become a life-long learner, and to act as a responsible citizen in a diverse and global society.

Computer Applications Syllabus

Course Description / Prerequisites
#7400 Computer Applications (3 credits; Half Year) This course is an introduction to computer applications. Students will create projects using the Microsoft Office Suite. We will work with Microsoft Word, Excel, Powerpoint, Frontpage and Publisher.
Course Objectives / Outcomes / Expectations/ Topics
Students will study: Word <ul style="list-style-type: none">• Formatting• Memo• Mail merge• Footnotes Excel <ul style="list-style-type: none">• Formulas• Formatting• Pivot Tables• Links• Charts PowerPoint <ul style="list-style-type: none">• Animation• Timing• Formatting Publisher <ul style="list-style-type: none">• Newsletter• Flyer• Card HTML <ul style="list-style-type: none">• Web page design
South Hadley High School's Learning Expectations
<ul style="list-style-type: none">• E2: Define, analyze, and solve complex problems and communicate results..• E4: Demonstrate personal, social and civic responsibility.• E5: Acquire, apply, integrate, analyze, and synthesize knowledge..
Text and Resources Required
No text. Computer with Microsoft Office Suite, Internet access.
Course Assessments
Grade based on: Class Work 90% Final Project 10%