

COURSE NUMBER: 103
COURSE TITLE: Data Processing: Components of AppleWorks
COURSE LENGTH: Semester; one credit
PREREQUISITE: at least one credit of Computer Keyboarding/Fundamentals
GRADE LEVEL: 9, 10, 11, OR 12

COURSE DESCRIPTION:

This is an elective course for students interested in computers. The primary focus of the class will be on using ClarisWorks Integrated software. A few of the areas to be covered are word processing, data base, spreadsheets, desktop publishing, digital camera and scanning software. Students may elect to take Computer Programming upon completion of this course. **This course is strongly recommended for every student.**

METHOD OF INSTRUCTION:

This is primarily a lab-oriented class, with each student working independently using ClarisWorks Integrated software. When new topics and programs are introduced, there is a lecture-discussion presentation.

ASSESSMENT:

Students will be graded on the material they have satisfactorily mastered. Tests and quizzes will be given. Integrated projects will also be required.

CRITICAL OBJECTIVES:

1. students will become familiar with computer terminology
2. students will have a basic understanding of word processing, data base and spreadsheet programs, and the basics of desktop publishing.
3. students will have a brief introduction to the Internet.

