

**FAME Public Charter School
Course Description**

Computer Applications

Description:

This is an introductory course covering the basics of computer care and installation and the software applications used in today's business world. Students learn basic office skills, computer concepts, how to use the Internet, and microcomputer applications. Students will become proficient in creating documents, spreadsheets, and databases.

Objectives:

Student will demonstrate mastery of software applications presented in the curriculum materials and an understanding of the basic computer operating systems. The student will be assessed based on completion of assignments and chapter tests.

Curriculum:

*Video Professor Teaches Microsoft Office XP Professional

*Microsoft Office 2000 Introductory Concepts and Techniques Enhanced, Shelly, Cashman, and Vermaat. ISBN: 0789562510

*Computer Applications, First Semester, North Dakota Division Independent Study

*Computer Science, Laurel Springs, text

This is a one-semester course. Five credits will be awarded with a passing grade. This course will fulfill the FAME Computer Applications graduation requirement.

If a student already has mastered the above content, he/she may substitute a programming class to complete requirement or one of the following:

Web Design

Drafting

Graphic Design

Revised 10/2006