

2016-2017
Course Syllabus
COMPUTER SKILLS
Reid Ross Classical School

Instructor: Darryl Williams

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School Phone Number:

910-488-8415 ext. 3415

Course Description:

Using project based instruction, students are introduced to the Basic principles of Business in the 21st century while introducing or refreshing keyboarding skills. This course will also help students to use computer effectively in their lives thus providing a connection from computer science to Business Careers.

In this course, students will build a knowledge base of computer application and information systems and how they can be integrated and used in their lives.

Objectives:

To have hands-on applications, demonstration, lecture and other electronic presentation. The students will:

Examine the role of hardware and software

Understand and use word processing to have effective Business correspondence

Understand and learn Business publication-Desktop publishing basics

Plan and develop basic presentations

Understand and learn basic spreadsheets functions and formulas.

Evaluation:

Students will be evaluated each grading period based upon the following measures:

Class work	20%
Test	30%
Project/quizzes	50%

Parent or Guardian, please sign below to indicate that you have seen that you have seen the syllabus for this class. If you have any questions please contact me at the above phone number or Email.

Student Signature

Parent/Guardian Signature