

2017-2018
Course Syllabus
Office Productivity Application
Reid Ross Classical School

Instructor: Darryl Williams
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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 applications 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:

Learn and utilize productivity programs

Learn and utilize word processing and advanced programs

Understand how Business publication Learn Desktop Publishing basics

Examine presentation techniques

Understand and use advanced functions and charts

Understand and use database basics

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