

# COMPUTER EDUCATION

## COURSES OFFERED

### Grades 9, 10, 11, 12 - Electives

Beginning Computer Applications (FT)	# 0289
Beginning Computer Applications (PT)	# 0288
Advanced Computer Applications (FT)	# 0291
Advanced Computer Applications (PT)	# 0290

## OTHER COURSES USING COMPUTERS AS A PRIMARY FOCUS

### Grade 9

Keyboarding/Microsoft Word	# 7503 (See Business Section)
Windows Applications 1 (Sem/FT)	# 7406 (See Business Section)
Windows Applications 1 (FY/PT)	# 7407 (See Business Section)

### Grade 10

Keyboarding/Microsoft Word	# 7503 (See Business Section)
Windows Applications 1 (Sem/FT)	# 7406 (See Business Section)
Windows Applications 1 (FY/PT)	# 7407 (See Business Section)
Windows Applications 2 (Sem/FT)	# 7410 (See Business Section)

### Grades 9, 10

Computer Math A	# 3523 (See Mathematics Section)
CADD 1 (Computer-Aided Design 1) (FY/FT)	# 9706 (See Technology Ed Section)
CADD 1 (Computer-Aided Design 1) (Sem/FT)	# 9806 (See Technology Ed Section)
CADD 2 (Computer-Aided Design 2) (FY/FT)	# 9906 (See Technology Ed Section)
CADD 2 (Computer-Aided Design 2) (Sem/FT)	# 9410 (See Technology Ed Section)
Inside Your Computer (FY/FT)	# 9508 (See Technology Ed Section)

### Grades 11, 12

Keyboarding/Microsoft Word	# 7503 (See Business Section)
Windows Applications 1 (Sem/FT)	# 7406 (See Business Section)
Windows Applications 1 (FY/PT)	# 7407 (See Business Section)
Windows Applications 2 (Sem/FT)	# 7410 (See Business Section)
Web Page Design (Sem/FT)	# 7908 (See Business Section)
Computer Math A	# 3523 (See Mathematics Section)
Computer Math B	# 3524 (See Mathematics Section)
AP Computer Science	# 3011 (See Mathematics Section)
CADD 1 (Computer-Aided Design 1) (Sem/FT)	# 9806 (See Technology Ed Section)
CADD 2 (Computer-Aided Design 2) (Sem/FT)	# 9410 (See Technology Ed Section)
CADD 3 (Computer-Aided Design 3) (FY/FT)	# 9411 (See Technology Ed Section)
CADD 4 (Advanced Computer-Aided Design 4) (FY/FT)	# 9412 (See Technology Ed Section)
Computer Multimedia Arts	# 6201 (See Visual Arts Section)
Network Certification	# 9907 (See Technology Ed Section)

**BEGINNING COMPUTER APPLICATIONS / FT***Semester/Full Time**Grades 9,10,11,12 Phase I,II,III,IV***No. 0289***Elective**Credit .5*

Beginning Computer Applications is a hands-on course providing an opportunity for students to learn practical software applications for use both in their other classes and in their personal lives. The course will be taught using PCs with one student per computer. Skills learned will be highly beneficial to the student in college or in the workplace.

Content is similar to that of the Advanced Computer Applications course, but topics are introduced at a more basic level and are not covered as extensively.

Topics include: creating and updating web pages, database creation and management, and using spreadsheets for data analysis and charting, creating graphics presentations, digital photography and scanning, photo manipulation and enhancement, desktop publishing, and creating drawings. Graphics and Internet searches are integrated into many of these projects. Time permitting, additional applications will be introduced to further enhance your experience.

**Criteria for Selection** - None.

**BEGINNING COMPUTER APPLICATIONS / PT***Full-year/Part-time**Grades 9,10,11,12 Phase I,II,III,IV***No. 0288***Elective**Credit .5*

This part-time version of Beginning Computer Applications is designed for those students who are unable to take the full-time version because of scheduling constraints. This part-time course provides flexibility in that it can be scheduled back-to-back with Science Labs or Physical Education courses for the whole year. For the course description, see course #0289.

**Criteria for Selection** - None.

**ADVANCED COMPUTER APPLICATIONS / FT***Semester/Full-time**Grades 9,10,11,12 Phase I,II,III,IV***No. 0291***Elective**Credit .5*

Advanced Computer Applications is a hands-on course providing an opportunity for students to learn practical software applications for use both in their other classes and in their personal lives. The course will be taught using PCs with one student per computer. Skills learned will be highly beneficial to the student in college or in the workplace.

Content is similar to that of the Beginning Computer Applications course, but includes coverage of more advanced features of each application.

Topics include: creating and updating web pages, database creation and management, and using spreadsheets for data analysis and charting, creating graphics presentations, digital photography and scanning, photo

manipulation and enhancement, desktop publishing, and creating drawings. Graphics and Internet searches are integrated into many of these projects. Time permitting, additional applications will be introduced to further enhance your experience.

**Criteria for Selection** - Successful completion of any introductory computer applications course including Beginning Computer Applications, or having acquired elementary application skills.

**ADVANCED COMPUTER APPLICATIONS/PT***Full-year/Part-time**Grades 9,10,11,12 Phase I,II,III,IV***No. 0290***Elective**Credit .5*

This part-time version of the Advanced Computer Applications course is designed for those students who are unable to take the full-time version because of scheduling constraints. This part-time course provides flexibility in that it can be scheduled back-to-back with Science Labs or Physical Education courses for the whole year. For the course description, see course #0291.

**Criteria for Selection** - Successful completion of any introductory computer applications course including Beginning Computer Applications, or having acquired elementary application skills.