

COMPUTER APPLICATIONS

OVERVIEW

I. MICROSOFT WORD XP

GOAL: To demonstrate mastery of Microsoft Word XP.

ASSESSMENT: The students' performance will be captured using a scoring guide showing the criteria for reaching satisfactory skill acquisition of keying an announcement, a research paper, a resume, and a cover letter.

OBJECTIVE:

- a. The learner will create, edit, store, and print documents in Microsoft Word XP.

II. MICROSOFT EXCEL XP

GOAL: To demonstrate mastery of Microsoft Excel XP.

ASSESSMENT: The students' performance will be captured using a scoring guide showing the criteria for reaching satisfactory skill acquisition of keying worksheets and charts.

OBJECTIVE:

- a. The learner will create, edit, store, and print documents in Microsoft Excel XP.

III. MICROSOFT ACCESS XP

GOAL: To demonstrate mastery of Microsoft Access XP.

ASSESSMENT: The students' performance will be captured using a scoring guide showing the criteria for reaching satisfactory skill acquisition of keying databases and queries.

OBJECTIVE:

- a. The learner will create, edit, store, and print documents in Microsoft Access XP.

IV. MICROSOFT POWERPOINT XP

GOAL: To demonstrate mastery of Microsoft PowerPoint XP.

ASSESSMENT: The students' performance will be captured using a scoring guide showing the criteria for reaching satisfactory skill acquisition of keying presentations.

OBJECTIVE:

- a. The learner will create, edit, store, and print documents in Microsoft PowerPoint XP.