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Computer Applications for College I

BU201

Susan Bailey

Computer Applications for College I

Course Information:

1. Business/Technology
2. Semester – could take Computer Applications for College II after
3. CP1
4. Sophomores, Juniors and Seniors
5. No prerequisites
6. No application process



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Computer Applications for College I

Course Description:

- Computer Applications for College I is designed to teach you the basic software applications that you need to be a successful college student (whether you decide on college or career) and beyond.
- This course is aligned with other courses to introduce you to the specific skills that you will need for future classes, such as writing research papers, using tables, charting and analyzing data, and creating communication pieces and presentations.



Computer Applications for College I

Course Description:

- This course will focus on Microsoft Office 2010 (Word, Excel, PowerPoint, Access) but will also address additional content as needed.



Computer Applications for College I

Academic Requirements:

1. Most work is completed in class
2. Two to three projects per unit
3. Very little reading – mainly hands-on activities



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Computer Applications for College I

- This course is designed to be “student-driven,” meaning that the student will have the resources available to self-learn and cooperatively learn through others.
- Most students master software application skills by “doing” so this course will support that style of learning.



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Computer Applications for College I

- In order to have time to support this “hands on” learning approach, students will be given pre-work, introducing the unit’s objectives, to be completed before class.
- When students arrive in class, I may review and/or teach certain concepts for 15-20 minutes, with the remainder of the time being used for students to complete the necessary projects.



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Computer Applications for College I

- Why should you take this course?
 - This course will teach you how to pace your learning, use resources wisely, and independently think.
 - These are all skills that are critical in college and the workplace.



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Computer Applications for College II

BU211

Susan Bailey

Computer Applications for College II

Course Information:

1. Business/Technology
2. Semester
3. CP1
4. Sophomores, Juniors and Seniors
5. Prerequisite course: Successful completion of Computer Applications for College I. Students who excelled in Tablet Applications may also be considered – approval from instructor required.
6. No application process



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Computer Applications for College II

Course Description:

- Computer Applications for College II is designed to teach you more advanced functionality of Microsoft Office 2010 (Word, Excel, PowerPoint, Access).
- The goal of this course is to achieve Microsoft Office Specialist certification. The credential enables individuals to tap the full features and functionality of the Microsoft Office 2010 system, resulting in increased academic and job performance, individual differentiation and personal confidence.



Computer Applications for College II

Academic Requirements:

1. Most work is completed in class
2. Two to three projects per unit
3. Very little reading – mainly hands-on activities
4. MOS Certification – pursued during the student's own time and at the student's own cost.



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Computer Applications for College II

- This course is designed to be “student-driven,” meaning that the student will have the resources available to self-learn and cooperatively learn through others.
- Most students master software application skills by “doing” so this course will support that style of learning.



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Computer Applications for College II

- In order to have time to support this “hands on” learning approach, students will be given pre-work, introducing the unit’s objectives, to be completed before class.
- When students arrive in class, I may review and/or teach certain concepts for 15-20 minutes, with the remainder of the time being used for students to complete the necessary projects.



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Computer Applications for College II

- Why should you take this course?
 - This course will teach you how to pace your learning, use resources wisely, and independently think.
 - MOS Certification has been proven to increase academic and job performance, especially in the Business, Science, Engineering & Financial industries. It also provides individual differentiation and personal confidence.



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