

Business Computer Applications

Instructor:
Todd Sparrow
Tuition:
\$100 for semester due at registration
Credit:
1/2 credit
Homework:
2-3 hours per week

Business Computer Applications – This 1 semester class is an elective that introduces and explores the foundations of document writing with word processing, data management with spreadsheets and creating presentations with office suite applications used in education and business settings. We will use the online version of Microsoft Office 365.

Textbook: Workplace Software and Skills (Free download openstax.org)

ISBN: 978-1961584310

Requirements and Expectations:

These courses are for 8th-12th grade. High school credit is only available for 9th-12th. This is an elective. No previous programming experience is necessary. Students must have reliable internet access at home and access to a printer to complete this course. Students should be progressing towards a minimum touch-typing rate of 20 wpm.

Software:

Microsoft Office 365 Online (a free student account will be provided during the course)

Visual Studio Code (free download)

(** see requirements for full details)



** The full listing of the laptop requirements can be found by visiting:

<https://wlink.to/ceectech>