



PIONEERS Co-Op

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Overview of INTRO. TO COMPUTER APPLICATIONS (Grades 6-10)

Tutor: TBD

Textbook: Not required. All assignments will be printed out or available on our website.

Required:

- A folder
- 1 subject notebook (optional)
- Access to a computer with the availability of downloading Microsoft Office. (PIONEERS provides a Microsoft 365 account for free.) We prefer students that have an older version of Word to upgrade to the Microsoft 365 version that PIONEERS offers and to *download* the application instead of only using the online/browser version. If you need help downloading Microsoft 365, please contact the tutors prior to the first day of class.

Class Description: During the first semester of this course, students will learn the important functions of Microsoft Office (Word, Excel, PowerPoint, and Publisher). Second semester will begin with internet safety. Students will then learn how to use Google Applications (G-Mail, Google Docs, Google Sheets, and Google Slides) and Canva. Students will also work on typing skills both semesters. Upon completion of this course, students will have used each program practically through scenario-based activities and gained confidence in the use of each application. This is an introductory course intended for students that have never used or rarely use *most* of the computer applications listed.

Course Outcomes:

- Create and edit documents using Microsoft Office and Google Docs.
- Create and edit spreadsheets using Microsoft Excel and Google Sheets.
- Create and edit presentations using Microsoft PowerPoint and Google Slides.
- Create and edit Publications using Microsoft Publisher and Canva.
- Discuss cyber safety topics and how to stay safe while online (use of the internet).
- Learn typing skills with continued practice.

Grading:

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| Class Participation/In-Class Activities | 10% |
| Homework | 30% |
| Final Exam | 40% |
| Typing | 20% |

Grading Scale

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|---------------|----|
| 90-100% | =A |
| 80-89% | =B |
| 70-79% | =C |
| 60-69% | =D |
| Less than 60% | =E |