

COURSE TITLE: Data Processing
COURSE LENGTH: 1 semester
COURSE CREDIT: 0.5 credit

COURSE TYPE: required
GRADE LEVEL: 9
PREREQUISITE: n/a

COURSE GOALS:

1. Students will create, edit, and format documents such as business letters, memos, academic and business reports, and newsletters in Microsoft Word 2007 by using various tools on all of the toolbars for business and personal communication.
2. Students will input data and content into Excel workbooks using formulas for business and personal finances to manage and analyze data.
3. Students will construct and format content in Microsoft PowerPoint 2007 for collaborative presentations.
4. Students will design marketing materials and other documents such as business cards, calendars, letterhead, envelopes, labels, etc. in Microsoft Publisher 2007.
5. Students will recognize internet safety tips, cyber bullying prevention, and the importance of privacy and safety features on social networking sites to protect them and keep their information private for all viewers.

COURSE CONTENT:

1. Word 2007
2. Excel 2007
3. PowerPoint 2007
4. Publisher 2007
5. Internet Safety