



Computer Skills

Space Coast Christian Academy, 2018-2019
Instructor: Daniel Cox

COURSE DESCRIPTION

- To develop a working expertise on the computer keyboard
- To lay a foundation for the proper use of software programs such as Word, Publisher, and Excel
- To explore the vast capabilities of technology in the home and workplace

COURSE REQUIREMENTS:

1. 135 hours of computer skills development
2. Keep a comprehensive notebook with all notes, handouts, and assignments included

The notebook should be a three-ring, stiff-backed, and class-specific notebook

3. A comprehensive final examination will be given at the conclusion of the course
4. Laptops will be provided for the duration of the class

GRADING:

1. Quizzes will be averaged and equal to one factor
2. Tests, including mid-term and final will be averaged and equal to one factor
3. Homework will be averaged and equal to one factor