

Course #	Class Title				Instructor		Instructor Fee*	Class Fee*
	Office Applications				Charlyn Lambrecht		\$50	\$25
Grades	Class Days	# Semesters	# Weeks/Sem.	Credit Hrs*	Min # Students	Max # Students	Last Day to Add New Students	
7-12		2	15	0.5	3	10	3rd week	
Pre-Requisites							2nd semester: New Students?	
none							no	
Required Materials (To Be Supplied by Family)								
<p>A laptop for each student will be needed to bring to class each week. If it has Microsoft Windows, it needs to be Microsoft Windows XP or later. If a Mac, then it needs to be Mac OS X 10.7 or higher. Each computer will need OpenOffice 4.1.5 loaded on it (directions will be provided for this later). This is a free office application very similar to Microsoft Office. This way, all students will be on the same version of software as we work together in class.</p> <p>3 ring notebook with dividers</p>								
Description								
<p>This course emphasizes the use of office applications. We will learn basic knowledge of word processing, spreadsheets, and presentation software that is often unknown or misused in today's workforce.</p> <p>In the second semester, we will learn intermediate skills as we re-visit these three applications.</p>								
Homework / Expectations / Other Info								
<p>There will be weekly homework assignments that should be completed in under 2 hours. There will be periodic quizzes and a final test at the end of each semester.</p> <p>***If doing this class for a high school credit, I recommend that .5 credit be given after completing <u>both</u> semesters.</p>								

*Class Fees and Instructor Fees are per semester unless otherwise indicated in the Other Information. Materials fee is non-refundable.

* Credit Hours: COVE does not issue high school credits. These are suggested credit hours to be assigned by the parents. Suggested grade is given by teachers. Final grade assignment is the responsibility of the parent.