Memo

JTHS
District 204

To: Dr. Cheryl McCarthy

From: Dr. Karla Guseman

Date: May 7, 2019

Re: Course Revision – Computer Applications

I respectfully recommend that the semester courses Computer Applications 1 and Computer Applications 2 be merged into a year-long course entitled Computer Applications for the 2020-2021 school year.

The year-long course will allow teachers to prepare students for the PowerPoint, Excel and Access MOS certification exams. Upon approval, the course description would read as follows:

> Students will learn computer skills in preparation for life and careers. Students will use Microsoft Office, the Internet, and various computer peripherals (scanners, and digital/video cameras) to complete an assortment of projects based on real-world situations. During this class, students will develop skills needed in today's high-tech world, and will be prepared for the PowerPoint, Excel, and Access MOS certification exams.

The course would continue to be unweighted and students would earn 1 credit.

This course revision was discussed and approved by the Curriculum Coordinating Council and is endorsed by Administrative Council.

Thank you and please let me know if you have further questions.