



## Course Title: Computer Applications

### Description:

Students will **learn, examine, and practice** various computing skills designed to teach them to use the computer as a business and personal tool. Using a computer laboratory classroom, students will gain experience exploring software applications for **word processing, spreadsheets, database management, and multimedia presentation**. Participants will learn business-critical, foundational computing skills for college and career. This course focuses on learning the business productivity software applications while producing intermediate business and personal documents.

Recommended Grades: 9+

Prerequisites: None

Thursdays 10:10-11:40 AM – Starting August 8; 32 weeks

Minimum 6 students required to start

Access to a computer with Microsoft Office for outside-class work is required

### Location:

New in 2019: We have our own Bellevue Tutorial computer lab equipped with 14 laptops for in-class student use. Access to a computer with MS office applications is required for outside-class work.

### Textbook:

Provided on loan: *A Guide to Microsoft Office 2010*; Lawrenceville Press (2011 edition)

### Teacher:

Michelle Bollenbach; Contact Bellevue Tutorial, 901-347-5518, [tutorial@bellevue.org](mailto:tutorial@bellevue.org)

### Cost:

\$395 tuition (32 weeks)

No other fees

#### About the teacher:

Michelle is a graduate of Christian Brothers University with a BS in Marketing. She also attended the University of Memphis for her teaching certificate with endorsements in Business Education for grades 7-12 and Business Technology for grades 6-12. She has also obtained Microsoft Office Specialist industry certifications in Word 2016, Excel 2016, and PowerPoint 2016. Michelle has extensive experience teaching Accounting, Keyboarding, and Computer Applications and helping students successfully complete industry certifications for Microsoft Office. Mrs. Bollenbach has been a member of Bellevue Baptist Church 26 years and enjoys working with the KWOW ministry and performing in The Singing Christmas Tree.