Wood River High School
Computer Applications

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I. Course Description:

This course is designed to introduce students to the use of *industry standard* computer applications used for solving business and education problems. Topics include file management and storage types; the use of word processing software (Office 2019/365 - Word) for purposes of creating basic business documents; the use of spreadsheet software (Office 2019/365 - Excel) for storing data and solving mathematically based problems; the use of database software (Office 2019/365 - Access) for tracking and sorting data and the use of presentation software (Office 2019/365 - PowerPoint) to support the delivery of effective presentations. Emphasis will be on increasing efficiency in new softwares, discovering differences between Google and Microsoft platforms, researching emerging technologies including digital media, internet safety, and computers.

Units	Unit Question	Statement of Inquiry	Example Activities
Business Tools Solutions	Which tool do you use in developing your innovative product?	Development of digital documents focus on resources and innovation.	Office 2019 and/or Microsoft Office 365 – Production/Document Formatting: flyers, newsletters, presentations, spreadsheets, database. Keyboarding speed drilling for improvement.
File Organization	How do I organize my files and folders to prepare them for sharing with others?	Create, organize, share, link files. What files types should I use when sending to others?	Students will create, color, organize, and share files and folders they create in Google cloud. They will have the opportunity to link and copy files as well as choose files types appropriate to business sharing.
Internet Safety	Are you safe?	Technology and creativity can be used together to accomplish a wide variety of goals.	Students will create a poster on the topic of internet safety after watching a video and/or complete a digital certification program in safety.
Thinking "Inside" the Box	What's inside?	Technology and creativity can be used together to accomplish a wide variety of goals.	Exploration of computer components by using an actual computer. Making an informed decision on purchasing a computer.
Media Tools	What impact does a collection of final works have on the target audience?	You can communicate your thoughts into a virtual portfolio of projects showing growth & ideas.	Create and share a portfolio.

II. Aims & Objectives

By the end of this course,, students will be able to:

- expand on keyboarding skills and use special characters, and keyboard shortcuts.
- learn and use business/computer/technology -related terminology.
- learn the basics of MS Word, Excel, Access, and PowerPoint - using Office 2019/365.
- create, format, and edit business documents.
- distinguish between good and bad online etiquette.
- use software to create and share a portfolio.
- understand computer parts, repair, and troubleshooting including how to purchase a computer.
- further their understanding of the importance of cyber-safety.

III. Resources/Software that may be used:

- Microsoft Office 2019
- Microsoft Office 365
- Google
- Typing.com
- Typing Club
- Monkey Type
- CompuScholar
- Everfi
- Bulb

V. Methodology:

This class is mainly hands-on using computers and technology equipment. Students will also be presenting or sharing projects with the class.

VI. Methods of Assessment/Grading Policy:

FORMATIVE: Daily Work 10%
SUMMATIVE: Summative Assessments/Quizzes/Projects 80%
PORTFOLIO: Final Exam 10%