Computer Applications provides an introduction to software applications that prepares students to succeed in the workplace and beyond. Students will develop an understanding of professional communications and leadership skills while gaining proficiency with word processing, email, and presentation management software. Students will also be able to demonstrate digital literacy through basic study web publishing and design, spreadsheets and database software.

This course allows students to explore careers in the fields of business and information technology while learning skills applicable to any professional setting. Through a series of hands-on activities, students will create, analyze, and critique reports, letters, project plans, presentations, and other professional communications. Regular engagement in active learning ensures students can continually refine the skills necessary to prepare them for work. In addition, students will evaluate the qualifications required for specific careers so they can identify opportunities that are of interest to them.

Computer Applications is an introductory level Career and Technical Education course applicable to programs of study in Business Management and Administration, Information Technology, and other career clusters. This course is built to state and national standards.

Length: One Semester

Unit 1: Understanding Business Careers

- The Culture of Business
- Succeeding at Work
- Your Business Career
- Wrap-Up: Understanding Business Careers

Unit 2: Communicating Through Letters and Email

- Setting the Right Tone
- Business Letters
- Using Email
- Wrap-Up: Communicating Through Letters and Email

Unit 3: Communicating Through Formal Business Documents

- Formal Business Documents
- Researching a Formal Business Document
- Writing a Formal Business Document
- Art and Visual Support
- Wrap-Up: Communicating Through Formal Business Documents

Unit 4: Communicating Through Presentations

- Presentation Software

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- Creating a Presentation
- Delivering the Presentation
- Wrap-Up: Communicating Through Presentations

Unit 5: Information Technology

- Exploring Information Technology
- Information Technology Careers
- Your IT Career
- Information Technology Wrap-Up

Unit 6: Spreadsheets and Databases

- Spreadsheets
- Databases
- Spreadsheets and Databases Wrap-Up

Unit 7: Exploring the Web

- Using the Internet
- Internet Security, Laws, and Ethics
- Web Page Design
- Exploring the Web Wrap-Up

Unit 8: Semester Wrap-Up

- Semester Wrap-Up

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