

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.

*This course was originally created for Apex Courses.*

Length: One Semester

**Unit 1: Understanding Business Careers**

**Unit 2: Communicating Through Letters and Email**

**Unit 3: Communicating Through Formal Business Documents**

**Unit 4: Communicating Through Presentations**

**Unit 5: Information Technology**

**Unit 6: Spreadsheets and Databases**

**Unit 7: Exploring the Web**

**Unit 8: Semester Wrap-Up**