

COMPUTER APPLICATIONS

Course Description:

Computer Applications introduces the student to word processing and spreadsheet functions in an integrated Google software suite. This course begins with basic skills for creating and editing word processing and spreadsheet documents and continues with advanced spreadsheet functions and commands. Spreadsheet applications will be directly related to solving business problems, formatting business information, and creating business reports.

We will also cover the following units this semester: Google Drive, Gmail, YouTube, iMovie, Social Media skills, Podcasting, Google Earth, and making a website on Google Sites. This course is transcribed with the Western TC Course: Software Applications for Business.

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| LT.1 | Explore different methods of storage [BIT.HIT.1.A.a.1] |
| LT.2 | Identify ways to troubleshoot problems with technology [BIT.HIT.1.E.a.3] |
| LT.3 | Explore different search engines that are available [BIT.IT.1.F] |
| LT.4 | Explore electronic calendar features [BIT.IT.1.F] |
| LT.5 | Explore Email features [BIT.IT.1.F] |
| LT.6 | Explore word processing programs to create professional documents [BIT.IT.1.B] |
| LT.7 | Use word processing program to create a professional report [BIT.IT.1.B] |
| LT.8 | Use spreadsheet software to understand the basic components used in the business world [BIT.IT.1.C] |
| LT.9 | Explore presentation software to create a professional presentation [BIT.IT.1.D] |
| LT.10 | Explore software applications used to solve business problems [BIT.IT.1.B] |

West Salem High School is a Target-Based Grading and Reporting School. The learning targets above appear in the Skyward gradebook. Teachers provide feedback on each learning target to parents and students via the Skyward gradebook using a score of 3 (Proficient), 2 (Approaching), 1 (Needs Support), or 0 (No Evidence).