

Computer Applications 1-2

Grade Levels: 9th - 12th

Prerequisites: None

Course Numbers: 0302CA1, 0302CA2

Credit Type: CTE or Elective

Course Description:

Computer Applications 1 will develop or enhance keyboarding skills, file management and introduce some of the Microsoft Office Suite applications; including Word, Outlook, and PowerPoint. Students learn applications that are transferable to both current and future academic endeavors, as well as, skills required in the workplace. Computer Applications 2 gives students the opportunity to learn how to use advanced features of Microsoft Word, Excel and Access. Coursework includes: formatting, graphing, designing presentations and using spreadsheet formula operations to complete common assignments that relate to the business world.