

COMPUTER APPLICATIONS
ACTIVITY/COURSE CODE: 5008

COURSE DESCRIPTION: This course is designed to introduce students to software applications that are necessary to live and work in a technological society. The applications covered include word processing, database, spreadsheet, and presentation.

OBJECTIVE: Given the necessary equipment, supplies, and facilities, the student will be able to successfully complete all of the following standards.

PREREQUISITE: Keyboarding 5100 or successful completion of SCDE state keyboarding proficiency exam

COURSE CREDIT: ½credit

RECOMMENDED GRADE LEVEL: 7–9

COMPUTER REQUIREMENTS: ONE COMPUTER PER STUDENT WITH INTERNET ACCESS

RECOMMENDED SOFTWARE: Current version of Microsoft Office Suite/Office 365, Open Office, Google Applications, or any word processing, database, spreadsheet, and presentation software used by business-industry

A. SAFETY

1. Review school safety policies and procedures.
2. Review classroom safety rules and procedures.
3. Review safety procedures for using equipment in the classroom.
4. Identify major causes of work-related accidents in office environments.
5. Demonstrate safety skills in an office/work environment.

B. STUDENT ORGANIZATIONS

1. Identify the purpose and goals of a CTSO (Career and Technology Student Organization)
2. Explain how CTSO's (Career and Technology Student Organizations) are related as integral parts of specific clusters, majors, and/or courses.
3. Explain the benefits and responsibilities of being a member within a CTSO (Career and Technology Student Organization)
4. List leadership opportunities that are available to students through participation in CTSO (Career and Technology Student Organization) conferences, competitions, community service, philanthropy, and other activities.
5. Explain how participation in CTSO's (Career and Technology Student Organizations) can promote lifelong benefits in other professional and civic organizations as an adult.

8. Demonstrate an understanding of workplace structures, organizations, systems, and climates.
9. Demonstrate diversity awareness.
10. Demonstrate job-acquisition and advancement skills.
11. Demonstrate time and task management skills.
12. Demonstrate customer-service skills.

F. WORD PROCESSING SOFTWARE APPLICATIONS

1. Create word processing files/folders.
2. Save word processing files using Save and Save As.
3. Open word processing files/folders.
4. Print word processing files.
5. Create documents (e.g., business letters, tables, reports, e-mails).
6. Format documents (e.g., business letters, tables, reports, e-mails).
7. Edit documents (e.g., business letters, tables, reports, e-mails).
8. Use cut, copy, and paste features.
9. Demonstrate the use of character formatting features (e.g., bold, underline, italics, font styles and sizes, superscript, subscript).
10. Demonstrate the use of paragraph formatting features (e.g., tabs, indentations, line spacing, enumerated/bulleted items).
11. Demonstrate the use of page formatting features (e.g., margins, alignment, vertical placement, orientation, page breaks, headers, footers).
12. Demonstrate document editing using spell/grammar check, thesaurus, and word count.
13. Insert, position, and resize graphics in a document.

G. SPREADSHEET SOFTWARE APPLICATIONS

1. Define spreadsheet terminology (cell, row, column, range, label, value, formula, function, worksheet, workbook, chart, x-axis and y-axis, gridline, title, data points, and legend).
2. Create worksheets using spreadsheet commands, functions, and formulas.
3. Apply font formats (font type, font size, font color, bold, italics, and underline).
4. Apply number formats (currency, percent, increase/decrease decimal place, dates, and comma).
5. Clear or edit cell content and/or format.
6. Apply formatting to cells and worksheets (e.g., size rows/columns, alignment, merge/split, indentation, borders/shading, text alignment, hide/unhide, freeze/unfreeze).
7. Insert and delete selected cells, columns, rows, and ranges.
8. Use cut, copy, and paste features.
9. Create charts with titles and legends to visually represent data.
10. Organize workbook by renaming and rearranging worksheets.
11. Demonstrate the use of page formatting features (e.g., margins, alignment, vertical placement, orientation, page breaks, headers, footers).
12. Preview and print worksheets, print areas, and charts.