

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

### LESSON 1: THE CULTURE OF BUSINESS

#### Study: Business Goals and Standards

Examine business goals, performance standards, and trends that enable businesses to be successful.

Duration: 0 hrs 40 mins Scoring: 0 points

#### Quiz: Business Goals and Standards

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### Study: What Businesspeople Do

Identify the necessary skills and responsibilities of managers and employees that create effective business environments.

Duration: 0 hrs 40 mins Scoring: 0 points

#### Quiz: What Businesspeople Do

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### Practice: Analyzing Business Culture

Analyze organizational structures and identify ways to build a positive business culture.

Duration: 0 hrs 40 mins Scoring: 30 points

### LESSON 2: SUCCEEDING AT WORK

#### Study: Positive Workplace Behaviors

Identify positive workplace behaviors needed for building a successful career.

Duration: 0 hrs 40 mins Scoring: 0 points

#### Quiz: Positive Workplace Behaviors

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Study: Ethical Standards**

Describe ways in which businesses can perform duties ethically and legally.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Ethical Standards**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Practice: Analyzing Business Ethical Dilemmas**

Discuss ethical dilemmas in workplace scenarios.

Duration: 0 hrs 40 mins Scoring: 30 points

**Study: Teamwork**

Explain the importance of teamwork in business.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Teamwork**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**LESSON 3: YOUR BUSINESS CAREER****Study: Assessing Strengths and Goals**

Explain the importance of developing work-content skills and functional skills.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Assessing Strengths and Goals**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Study: Job Requirements**

Examine the technical and people skills that are necessary for most jobs today.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Job Requirements**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Checkup: Career Self-Assessment**

Explore personal skills and strengths while completing a career self-assessment.

Duration: 0 hrs 40 mins Scoring: 0 points

**LESSON 4: WRAP-UP: UNDERSTANDING BUSINESS CAREERS****Review: Understanding Business Careers**

Prepare for the unit test by reviewing key concepts and skills.

Duration: 0 hrs 30 mins Scoring: 0 points

**Test (CS): Understanding Business Careers**

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 40 mins Scoring: 60 points

**Project: Exploring Business Careers**

Conduct a job search based on a desired career path.

Duration: 2 hrs 30 mins Scoring: 100 points

**UNIT 2: COMMUNICATING THROUGH LETTERS AND EMAIL**

## LESSON 1: SETTING THE RIGHT TONE

### Study: Standards for Business English

Identify business communication standards, especially for written documents.

Duration: 0 hrs 40 mins Scoring: 0 points

### Quiz: Standards for Business English

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### Checkup: Applying Standards to a Business Document

Create and edit various types of business documents.

Duration: 0 hrs 40 mins Scoring: 0 points

## LESSON 2: BUSINESS LETTERS

### Study: Uses of Business Letters

Identify the purpose and features of personal and professional business letters.

Duration: 0 hrs 40 mins Scoring: 0 points

### Quiz: Uses of Business Letters

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### Study: Setting Up a Business Letter

Examine word processing functions and file categorizations relevant to formatting business letters.

Duration: 0 hrs 40 mins Scoring: 0 points

### Quiz: Setting Up a Business Letter

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### Study: Writing Effective Messages

Identify the steps for producing effective and properly formatted business letters.

Duration: 0 hrs 40 mins Scoring: 0 points

### Quiz: Business Letters

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### Practice: Writing a Business Letter

Draft a business letter based on a scenario.

Duration: 1 hr Scoring: 40 points

## LESSON 3: USING EMAIL

### Study: Elements of Email Messages

Identify the purpose and the process of writing business emails.

Duration: 0 hrs 40 mins Scoring: 0 points

### Quiz: Elements of Email Messages

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### Study: Sending and Managing Messages

Explore email software features and the process of sending emails.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Quiz: Sending and Managing Messages**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Checkup: Organizing Email**

Practice using all the steps required to organize a full email inbox.

Duration: 0 hrs 40 mins Scoring: 0 points

## **LESSON 4: WRAP-UP: COMMUNICATING THROUGH LETTERS AND EMAIL**

### **Review: Writing Letters and Email**

Prepare for the unit test by reviewing key concepts and skills.

Duration: 0 hrs 30 mins Scoring: 0 points

### **Test (CS): Writing Letters and Email**

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 40 mins Scoring: 60 points

### **Project: Communicating with Coworkers**

Write email messages in response to a business scenario.

Duration: 2 hrs 30 mins Scoring: 100 points

## **UNIT 3: COMMUNICATING THROUGH FORMAL BUSINESS DOCUMENTS**

### **LESSON 1: FORMAL BUSINESS DOCUMENTS**

#### **Study: Using Formal Business Documents**

Identify the purpose of writing formal business documents in business.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Using Formal Business Documents**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Checkup: Analyzing Formal Business Documents**

Describe the use of formal documents to achieve business goals.

Duration: 0 hrs 40 mins Scoring: 0 points

### **LESSON 2: RESEARCHING A FORMAL BUSINESS DOCUMENT**

#### **Study: Sources of Information**

Identify reliable primary and secondary source material.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Sources of Information**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Checkup: Analyzing Appropriate Information Sources**

Analyze the effectiveness of various sources of information.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Study: Citing Sources**

Explain how to properly cite sources in formal business documents.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Citing Sources**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### LESSON 3: WRITING A FORMAL BUSINESS DOCUMENT

#### **Study: Organizing Your Message**

Explore ways to effectively organize the content of formal business documents.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Organizing Your Message**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Checkpoint: Outlining a Formal Business Document**

Draft and organize a business proposal.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Study: Writing Your Content**

Identify the process of writing formal business documents using word processing software.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Writing Your Content**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Study: Formatting Your Formal Business Document**

Apply the elements of formatting to business documents.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Formatting Your Formal Business Document**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Practice: Creating Efficiency in Business Documents**

Use a template to create and format a formal business document.

Duration: 1 hr Scoring: 40 points

### LESSON 4: ART AND VISUAL SUPPORT

#### **Study: Inserting Graphics and Tables**

Describe the types and uses of various graphics in business documents.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Inserting Graphics and Tables**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Practice: Analyzing Visuals in Business Documents**

Determine the effectiveness and appropriateness of visuals in business documents.

Duration: 0 hrs 40 mins Scoring: 30 points

### LESSON 5: WRAP-UP: COMMUNICATING THROUGH FORMAL BUSINESS DOCUMENTS

#### **Review: Writing Formal Business Documents**

Prepare for the unit test by reviewing key concepts and skills.

Duration: 0 hrs 30 mins Scoring: 0 points

#### **Test (CS): Writing Formal Business Documents**

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 40 mins Scoring: 60 points

### **Project: Writing Formal Business Documents**

Write a proposal to address a business scenario and include outside sources.

Duration: 2 hrs 30 mins Scoring: 100 points

## **UNIT 4: COMMUNICATING THROUGH PRESENTATIONS**

### **LESSON 1: PRESENTATION SOFTWARE**

#### **Study: Elements of a Slide Presentation**

Explain the purpose of a slide presentation and identify its main components.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Elements of a Slide Presentation**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Study: Effective Use of Slide Presentations**

Explore ways to create an effective slide presentation.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Effective Use of Slide Presentations**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Checkup: Analyzing Slide Presentations**

Analyze the components of slide presentations.

Duration: 0 hrs 40 mins Scoring: 0 points

### **LESSON 2: CREATING A PRESENTATION**

#### **Study: Slides, Text, and Graphics**

Identify ways to create and edit a slide's text and visuals.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Slides, Text, and Graphics**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Study: Enhancing the Presentation**

Identify ways to enhance slide presentations using multimedia elements.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Enhancing the Presentation**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Checkup: Critiquing Slide Presentations**

Analyze various slides to identify text and image errors.

Duration: 0 hrs 40 mins Scoring: 0 points

### **LESSON 3: DELIVERING THE PRESENTATION**

#### **Study: Oral Presentations**

Describe the steps to prepare for an oral presentation and how to share the presentation files.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Oral Presentations**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Practice: Evaluating Oral Presentations**

Analyze the effectiveness of presentations.

Duration: 0 hrs 40 mins Scoring: 30 points

**LESSON 4: WRAP-UP: COMMUNICATING THROUGH PRESENTATIONS**

**Review: Creating Presentations**

Prepare for the unit test by reviewing key concepts and skills.

Duration: 0 hrs 30 mins Scoring: 0 points

**Test (CS): Creating Presentations**

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 40 mins Scoring: 60 points

**Project: Creating a Business Presentation**

Create and present a slide presentation.

Duration: 2 hrs 30 mins Scoring: 100 points

**UNIT 5: INFORMATION TECHNOLOGY**

**LESSON 1: EXPLORING INFORMATION TECHNOLOGY**

**Study: You and the World of Information Technology**

Examine information technology and its impact on business and society.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: What Can Information Technology Do for You?**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Study: Emerging Technologies**

Explore how emerging technologies impact business and society.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Emerging Technologies**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Practice: Comparing Emerging Technologies**

Compare and contrast various emerging technologies, including their impact on society and how they are evaluated.

Duration: 0 hrs 40 mins Scoring: 40 points

**LESSON 2: INFORMATION TECHNOLOGY CAREERS**

**Study: IT Career Opportunities**

Identify information technology career clusters and occupations.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: IT Career Opportunities**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Study: IT Career Requirements**

Examine job requirements for a variety of information technology careers.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: IT Career Requirements**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Practice: Exploring IT Careers**

Research a variety of information technology careers.

Duration: 0 hrs 40 mins Scoring: 40 points

**LESSON 3: YOUR IT CAREER****Study: Creating a Plan**

Identify the purpose of a personal growth plan in the information technology industry.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Creating a Plan**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Study: Career Portfolio**

Explain how to create a career portfolio.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Career Portfolio**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Checkup: IT Career Self-Assessment**

Explore personal skills and aptitudes while completing an IT career self-assessment.

Duration: 0 hrs 40 mins Scoring: 0 points

**LESSON 4: INFORMATION TECHNOLOGY WRAP-UP****Review: Understanding Information Technology**

Prepare for the unit test by reviewing key concepts and skills.

Duration: 0 hrs 30 mins Scoring: 0 points

**Test (CS): Understanding Information Technology**

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 40 mins Scoring: 60 points

**Project: Creating a Career Portfolio**

Create an electronic career portfolio.

Duration: 2 hrs 30 mins Scoring: 100 points

**UNIT 6: SPREADSHEETS AND DATABASES****LESSON 1: SPREADSHEETS****Study: Spreadsheet Basics**

Describe the components and features of spreadsheets.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Spreadsheet Basics**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Checkup: Using Spreadsheets**

Use a spreadsheet to perform mathematical processes.



Duration: 0 hrs 40 mins Scoring: 0 points

### **Study: Using Spreadsheets in Business**

Explain the processes for using spreadsheet software in a business setting.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Quiz: Using Spreadsheets in Business**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Practice: Solving Business Problems with Spreadsheets**

Use a spreadsheet to perform business-related tasks.

Duration: 0 hrs 40 mins Scoring: 40 points

## **LESSON 2: DATABASES**

### **Study: Database Basics**

Describe the components and features of database software.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Quiz: Database Basics**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Study: Using Databases to Solve Business Problems**

Explain the processes for using database software in a business setting.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Quiz: Using Databases to Solve Business Problems**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Checkup: Using Databases**

Use a database to find and organize information.

Duration: 0 hrs 40 mins Scoring: 0 points

## **LESSON 3: SPREADSHEETS AND DATABASES WRAP-UP**

### **Review: Using Spreadsheets and Databases**

Prepare for the unit test by reviewing key concepts and skills.

Duration: 0 hrs 30 mins Scoring: 0 points

### **Test (CS): Using Spreadsheets and Databases**

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 40 mins Scoring: 60 points

### **Project: Creating a Spreadsheet and Database**

Use a spreadsheet and database to complete a business process.

Duration: 2 hrs 30 mins Scoring: 100 points

## **UNIT 7: EXPLORING THE WEB**

### **LESSON 1: USING THE INTERNET**

#### **Study: The Internet**

Explore the history of the Internet.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: The Internet**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Checkup: Navigating the Internet**

Use the Internet to complete tasks.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Study: Internet Search Strategies**

Identify effective Internet search strategies.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Quiz: Internet Search Strategies**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Practice: Using Internet Search Strategies**

Apply effective Internet search strategies.

Duration: 0 hrs 40 mins Scoring: 40 points

## **LESSON 2: INTERNET SECURITY, LAWS, AND ETHICS**

### **Study: Internet Security and Law**

Explore Internet security, legal, and ethical issues.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Quiz: Internet Security and Law**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Study: Ethical Internet Use**

Identify issues of copyright and intellectual property as they relate to ethical Internet use.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Quiz: Ethical Internet Use**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Practice: Exploring Internet Law and Ethics**

Analyze legal and ethical issues of using the Internet.

Duration: 0 hrs 40 mins Scoring: 40 points

## **LESSON 3: WEB PAGE DESIGN**

### **Study: Web Page Basics**

Identify the components of a web page.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Quiz: Web Page Basics**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Study: Understanding HTML**

Explain how to use HTML to create web pages.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Quiz: Understanding HTML**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Checkpoint: Using HTML**

Use HTML to create a web page.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Study: Enhancing Web Pages**

Explore ways to enhance web page design.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Quiz: Enhancing Web Pages**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

## **LESSON 4: EXPLORING THE WEB WRAP-UP**

### **Review: Exploring the Web**

Prepare for the unit test by reviewing key concepts and skills.

Duration: 0 hrs 30 mins Scoring: 0 points

### **Test (CS): Exploring the Web**

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 40 mins Scoring: 60 points

### **Project: Creating a Website**

Create web pages to produce an effective website.

Duration: 2 hrs 30 mins Scoring: 100 points

## **UNIT 8: COMPUTER APPLICATIONS SC WRAP-UP**

### **LESSON 1: COMPUTER APPLICATIONS SC WRAP-UP**

#### **Review: Computer Applications SC Wrap-Up**

Prepare for the end-of-course exam by reviewing key concepts and skills.

Duration: 0 hrs 30 mins Scoring: 0 points

#### **Exam: Computer Applications SC Wrap-Up**

Take a computer-scored exam to assess what you have learned in previous units.

Duration: 1 hr Scoring: 105 points