

Computer Applications 10-12 Syllabus Form

RCAS Policies/Procedures

Students will be required to follow all RCAS policies and procedures. To view the RCAS High School Student Handbook, click [handbook](#).

Course Description

Students will be immersed in skills-based training to enhance their understanding of technology, software, and applications. This course will cover topics such as word processing, spreadsheets, presentations, and digital literacy. Students will gain career readiness skills in the areas of job applications, resumes, cover letters, and professional business communications. *This is a credit recovery course.*

Grading

Points shall be awarded for assignments, projects, trainings, and tests. Points will be awarded and collected cumulatively through the semester.

Textbook

Shelly Cashman, Microsoft Office 2019 Introductory

Reading

N/A

Optional Reading

N/A

Instructional Resources

Gmetrix.net, Everfi.com, Teacher demonstrations

Essential Questions

1. How to create and format word processing documents for a variety of personal and work applications.
2. How to create and format spreadsheets for a variety of personal and work applications
3. How to create and format professional presentation
4. Demonstrate and communicate an understanding of an operating system's file management system
5. Understand basic and advanced technology terms, concepts, systems, and operations and how they are applied
6. Determine short- and long-term personal effects of digital decisions, as well as the human, legal and social implications of digital usage and technology
7. Explore the possibilities of positive communication and collaboration, including the benefits of helping peers avoid negative online behavior

8. Identify how to incorporate technology appropriately into life and career goals

Essential Learning Intentions

- Identify where and how to store your files
- Apply file management skills (folders and file naming conventions)
- Recall how to access Skyward, Office 365 and OneDrive
- Identify Principles of Ethics
- Identify and implement ethical practices
- Demonstrate an understanding of the multifaceted areas of Digital Citizenship.
- Identify and demonstrate how to format various elements of text.
- Create a Word document with bulleted lists and graphical elements.
- Create and manage document themes and page setup.
- Differentiate between endnotes and footnotes.
- Create a header/footer utilizing fields (page numbers) and differentiating between sections.
- Create, review, revise, integrate MLA citations and sources within a document.
- Apply MLA formatting to a document.
- Modify styles.
- Create a document using customized formatting (tab stops, margins, spacing, hyperlinks, etc.).
- Generate a table from text with customized formatting (styles, sorts, merge, shading, margins, etc.).
- Incorporate customized graphical elements into a document (styles, positioning, wrapping, adjustments, etc.).
- Investigate business practical document usage and formatting specifications.
- Integrate Word skills to create business practical documents.
- Evaluate the benefits of using professional documents in real-world settings (applying/obtaining a job)
- Construct a final presentation using PowerPoint that identifies your Academy choice
- Construct an Excel worksheet.
- Setup a workbook with multiple worksheets.
- Calculate data using the SUM function.
- Represent data graphically by integrating charts.
- Setup a workbook.
- Utilize formulas and functions.
- Setup a workbook with multiple worksheets.
- Format and manage data cells and ranges.
- Compare Relative and Absolute cell references and distinguish when they are needed.
- Create and modify charts.
- Construct a final presentation using PowerPoint that identifies your Career choice.