



2024-2025

Rapid City
Alternative Academy

Computer Applications

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, memos, and professional business communications.

Textbook:

Microsoft Office 365 Office 2019

Required Resources:

“Limited Choice” Resources: (students will be asked to choose at least one title from this list)

Everfi

Student Choice:

Will student be asked to choose additional reading material from the classroom or school library?

No

Essential Questions:

- How can proficiency in word processing, spreadsheets, and

presentations enhance our ability to communicate effectively in both academic and professional settings?

- What role does digital literacy play in navigating the modern workplace, and how can it improve our overall career readiness?
- In what ways can crafting a well-organized resume and cover letter impact our chances of securing a job in our chosen field?
- How can we apply skills in professional business communication to succeed in job applications and interviews?

Essential Learning Intentions:

Learn to use Microsoft Office applications: Word, PowerPoint, Excel & Access