

Grade Level	High School
Class Title	Computer Applications
Subject	Career and Technical Education
Class Description	<p>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.</p>
Learning Materials	APEX is a complete curriculum, other than a computer a student does not need any additional materials
Learning Goals/Performance Objectives	<p>Unit 1: Understanding Business Careers Lesson 1: The Culture of Business Lesson 2: Succeeding at Work Lesson 3: Your Business Career Lesson 4: Wrap-up: Understanding Business Careers Unit 2: Communicating through Letters and Email Lesson 1: Setting the Right Tone Lesson 2: Business Letters Lesson 3: Using Email Lesson 4: Wrap-up: Communicating through Letters and Email Unit 3: Communicating through Formal Business Documents Lesson 1: Formal Business Documents Lesson 2: Researching a Formal Business Document Lesson 3: Writing a Formal Business Document Lesson 4: Art and Visual Support Lesson 5 Wrap-up: Communicating through Formal Business Documents Unit 4: Communicating through Presentations Lesson 1: Presentation Software Lesson 2: Creating a Presentation Lesson 3: Delivering a Presentation Lesson 4: Wrap-up: Communicating through Presentations Unit 5: Information Technology Lesson 1: Exploring Information Technology Lesson 2: Information Technology Careers</p>

	<p>Lesson 3: Your IT Career Lesson 4: Information Technology Wrap-up Unit 6: Spreadsheets and Databases Lesson 1: Spreadsheets Lesson 2: Databases Lesson 3: Spreadsheets and Databases Wrap-up Unit 7: Exploring the Web Lesson 1: Using the Internet Lesson 2: Internet Security, Laws, and Ethics Lesson 3: Web Page Design Lesson 4: Exploring the Web Wrap-up Unit 8: Computer Applications Wrap-Up</p> <p>A team of certificated teachers who are highly qualified in this subject matter has reviewed this WSLP.</p>
Learning Activities	<p>Student will complete practices, projects, activities and a quiz for each section in a unit and then will complete a unit exam. Activities are based on a student earning a min. of 60% or better in each activity.</p>
Progress Criteria/Methods of Evaluation	<p>Monthly Progress will be marked satisfactory or unsatisfactory based on the professional judgment of the certified teacher using parent input, work samples, and monthly assessments. The student will cover all topics and be assessed with a variety of materials ranging from tests & quizzes. These assessments are developed by the Apex. The grade for the class will be assigned using the Mid-Columbia Partnership's grading scale (90-100 = A; 80-89 = B; 70-79 = C; 69-60 =D and below 60% would = incomplete.) Online courses for a proficient passing grade may vary according to course completion. Your APEX/Aleks and off site HQ will work to establish norms per on line product.</p>