



G-E-T High School Curriculum
Align, Explore, Empower
Scope and Sequence
Computer Applications

Unit 1 -Software and Hardware

1 week

- In the first unit of this course students are introduced to hardware components of the computer as well as the various software that is used in the business environment.

In this unit, students will ...

Practice saving documents

Examine resources for troubleshooting and getting answers to hardware and software questions

Explore available applications for various business applications and problems

Standards for Unit One

BIT.IT1: Students will use an appropriate digital tool to meet personal and business needs - It1.a: Develop and refine proper use of input technologies, It1.e: Discuss and demonstrate use of emerging technologies as appropriate to a given task, IT1.f: Select and use the most appropriate tool to solve digital problems

BIT.IT2: Students will evaluate and maintain current and emerging hardware as it relates to configuring, installing , upgrading, diagnosing and repairing. - IT2.b: Perform basic troubleshooting and maintenance for various hardware components as needed.

Unit 2 - Cloud Applications

1 week

- In this unit students will use cloud based software for business purposes.

In this unit, students will ...

Use the internet as a search engine for research

Use software to set up an electric calendar

Use email for business correspondences

Examine email software

Unit 3 - Document Processing

3 weeks

- In this unit students will explore document software and its various applications

In this unit, students will ...
Prepare business correspondences using document processing software.
Use document processing software to prepare a report

Standards for Unit Two and Three

BIT.IT.1: Students will use an appropriate digital tool to meet personal and business needs.- IT1.b.: Select and use appropriate features of a word processor to organize and efficiently communicate information
BIT.BC5: Students will plan and write documents that are appropriate for the situation, purpose and audience. - BC5.a: Apply correct spelling, grammar, word and number usage and punctuation to a given situation. - BC5.b: Develop and use a writing process appropriate to the situation.

Unit 4 - Spreadsheets

2 weeks

- Students will use spreadsheet software to prepare business documents.

In this unit, students will ...
Use formulas to prepare manipulate spreadsheet data
Format spreadsheets
Understand basic components of a spreadsheet
Use spreadsheet data to prepare visual aids

Standards for Unit Four

BIT.IT1: Students will use an appropriate digital tool to meet personal and business needs. - It1.c: Select and use appropriate features of a spreadsheet program to organize and effectively communicate information.
BIT.BCA3: Students will analyze and explain statistical data in charts, tables and graphs. - BCA3.a: Create and analyze spreadsheets.

Unit 5 - Presentation Software

2 weeks

- Students will use various presentation software to present information.

In this unit, students will ...
Demonstrate multiple features of presentation software
Apply video, audio, transitions, themes and images to enhance presentations
Enhance presentation skills with software presenter features such as notes and timed slides

Standards for Unit Five

BIT.IT1: Students will use an appropriate digital tool to meet personal and business needs. - IT1.d: Select and use appropriate features of presentation tools to communicate effectively.

BIT.DGC3: Students will produce media-rich presentations to meet the needs of the audience. - DGC3.c: Design and produce media-rich presentations.