

## **COMPUTER SCIENCE – COMPUTER APPLICATIONS**

Grade level 9, 10, 11, 12

Credit: 0.5 or 1.0 credit

Prerequisite: None

This course is designed to help students create letters, research papers, spreadsheets, and presentations. Processes for both Microsoft Word and OpenOffice will be presented.

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### **Computer Applications Lessons**

#### **Teacher Message**

**Lesson 1: Introduction to Word Processing**

**Lesson 2: Viruses, Trojans, Malware – Oh My!**

**Lesson 3: Strengthening Editing Skills**

**Lesson 4: The Do's and Don'ts of Computers and Mobile Devices**

**Lesson 5: Freeware, Shareware and the Public Domain**

**Lesson 6: Business Correspondence: Block Letter Format**

**Lesson 7: Business Correspondence: Memorandum Format**

**Lesson 8: Computer Crimes**

**Lesson 9: Word Processing for Business/Personal Applications**

**Lesson 10: Office Netiquette and Etiquette**

**Lesson 11: Creating a Brochure**

**Lesson 12: Introduction to Spreadsheets**

**Lesson 13: Applications in Spreadsheets Part 1**

**Lesson 14: Applications in Spreadsheets Part 2**



**Lesson 15: Applications in Spreadsheets Part 3**

**Lesson 16: Introduction to Databases**

**Lesson 17: Introduction to Presentations**

**Lesson 18: Introduction to Presentations Part 2**

**Lesson 19: Final Project Part 1**

**Lesson 20: Final Project Part 2**

**Lesson 21: Final Project Part 3**

