

## South Gibson County High School Scholars' Prep Guide 2019-2020

Course: Computer Applications

Curriculum for the upcoming course and information of which students should be aware:

Computer Applications is a course that discusses the basic components of computers, as well as the correct ways to use technology. Students will learn aspects of digital citizenship as well as the increased use of technology in everyday life. They will attain skills in word processing, spreadsheet, presentation, and database software.

Areas that might be challenging for students:

The course will cover many different areas of the physical components, as well as, the use of the computer. One topic that might be challenging to students is proper file management of documents. Students will be challenged with the following popular Microsoft applications: Word, Excel, PowerPoint, and Access.

Suggestions on how students can prepare for the upcoming course:

The best way for students to prepare for this course is to practice with the applications. Spend a little time exploring the aspects of Microsoft Word, Excel, and PowerPoint.

Suggested activities or resources (if applicable):

Some activities and resources to help with this course are practicing with Microsoft Word, Excel, and PowerPoint. The student will also benefit from the use of other similar applications such as Google Docs, Google Sheets, and Google Slides.