Spanish Fork High School 2014-15
Unit Topics and I Can Statements
Computer Tech I

UNIVERSAL FEATURES

➢ I CAN identify parts of a computer and their function.
➢ I CAN perform common application functions.

WORD PROCESSING SKILLS

➢ I CAN use Word Processing software to create and format documents.
➢ I CAN use Word Processing software to create a professional table.

SPREADSHEET SKILLS

➢ I CAN properly setup and format a basic spreadsheet.
➢ I CAN use common formulas and functions in a spreadsheet.
➢ I CAN create and interpret a chart.
➢ I CAN sort data in a spreadsheet.

ELECTRONIC PRESENTATION SKILLS

➢ I CAN prepare a professional presentation using Presentation software.

DATABASES

➢ I CAN identify basic database features and interactions.

ONLINE RESOURCES AND DIGITAL CITIZENSHIP

➢ I CAN effectively use and navigate networks and the Internet.
➢ I CAN demonstrate digital citizenship skills by using the computer ethically.
➢ I CAN identify different types of electronic communication and online resources and use them effectively.

INTEGRATED PROJECT

➢ I CAN use document processing, spreadsheet, and/or electronic presentation skills to complete a cross curricular project.