

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.