

**Description:**

Most students are very adept at using social media and playing games on their phones; however, most entering high school have not had proper training on the use of preparing a paper using a word processor, creating an on-screen presentation for a speech, or used a spreadsheet to organize data and calculate values.

In this one-semester class we will give students the training and experience to be ready to prepare high school and college level papers and presentations. We'll also introduce them to tools to help them organize and document (create references for) their online (and off-line) research. And we'll also help them establish good habits for organizing all those files that they create on their computer – and not lose them.

Students will specifically learn how to properly use the following programs/apps for both academic work as well as in relation to career work:

- Word Processor
- Spreadsheet
- Presentation
- Email

Students will also learn how to properly touch-type so that they can efficiently type all those papers and reports.

No previous computer experience is necessary.

A current laptop (within the last 4 years) with Windows, Mac or Linux is required during class.

NOTE: Students will have the opportunity to use multiple different office 'suites'. We will cover general concepts common to all office suites and we will also go through 'where to find things' in the different suites. We