Computer Solutions

Students are introduced to the world of business using the computer as a problem-solving tool. Emphasis is placed on using basic touch keyboarding skills to complete a variety of projects incorporating word processing, database, presentation, and spreadsheet software. Basic Internet safety and computer maintenance issues are important components of this course. Workplace Readiness Skills (WRS) are embedded throughout the course.

School Level: Middle School
Grade: 7
Length: one semester
Program: Business and Information Technology