

Tech Skills for Life: Computer Concepts & Microsoft Office Tools

30-Week Course | Full Academic Year

Course Description

Tech Skills for Life equips students with essential digital fluency and real-world technology skills needed for academic success, career readiness, and everyday life.

During the Fall semester, students explore foundational computing concepts including hardware, software, operating systems, networking, cybersecurity, digital communication, ethics, and emerging technologies.

During the Spring semester, students gain hands-on mastery of Microsoft Office tools—Word, Excel, PowerPoint, Outlook, and OneDrive—through practical projects such as resume creation, budgeting, presentation design, and digital organization.

By the end of the course, students will confidently navigate today's digital landscape with technical skill, ethical awareness, and personal productivity strategies.

Course Objectives

- Understand how computers and networks function
- Demonstrate responsible digital citizenship
- Apply cybersecurity awareness in real-world situations
- Use Microsoft Office tools for school and career tasks
- Create professional documents, presentations, and spreadsheets
- Organize digital files and manage communication effectively
- Apply technology skills to real-life scenarios

Skills Developed

- Digital literacy
- Professional communication
- File management and organization
- Data analysis basics
- Productivity systems
- Career readiness skills
- Ethical technology use

Course Structure

Fall Semester: Computer Concepts & Digital Foundations

- What Is a Computer?

- Operating Systems and Interfaces
- Networks and Connectivity
- The Web and Online Safety
- Digital Communication
- Ethical and Responsible Tech Use
- Emerging Technologies (AI, VR, IoT)
- Accessibility and Inclusive Design
- Careers in Technology

Major Project: Real-World Scenario Project applying computing concepts to solve a practical challenge.

Spring Semester: Microsoft Office & Productivity Tools

- Microsoft Word (Basic to Advanced)
- Resume and Business Letter Formatting
- PowerPoint Design and Presentation Skills
- Excel Basics to Budgeting and Data Analysis

Capstone Project: A multi-part real-world productivity project including a resume, budget spreadsheet, professional presentation, and organized digital folder system.

Grading Overview

- Weekly Assignments and Skill Labs – 30%
- Fall Semester Project – 15%
- Office Tool Skill Assessments – 25%
- Spring Capstone Project – 20%
- Participation and Professional Conduct – 10%

Technology Requirements

- Reliable internet connection
- Computer capable of running Microsoft Office (web or desktop)
- Access to Microsoft account

Faith-Based Integration

This course recognizes that technology is a powerful tool that can be used to serve others and honor God. Students will be encouraged to approach digital skills not only as technical abilities, but as opportunities to demonstrate integrity, stewardship, responsibility, and excellence.

Throughout the course, students will reflect on biblical principles such as honesty in digital communication, wisdom in online decision-making, and compassion in how technology impacts others. Discussions about cybersecurity, digital footprints, and professional communication will include moral responsibility and ethical choices.

Students will be challenged to use their technology skills to promote truth, organization, service, and human flourishing in both academic and personal contexts.

Why This Course Matters

Technology shapes nearly every career path. Students who understand how technology works—and how to use it responsibly—gain a strong foundation for college, career, and lifelong learning.