

## Computer Applications Syllabus

Certificated Teacher:

Date: 2015-2016

### Desired Results

**Course Title/Grade Level: Computer Applications I**

**Credit:   x   one semester (.5)                           two semesters (1)**

**Estimate of hours per week engaged in learning activities:**

5 hours of class work per week.

**Prerequisites and/or recommended preparation: None**

### Instructional Materials

All learning activity resources and folders are contained within the student online course. Online course is accessed via login and password assigned by the student's school (web account) or e-mailed directly to student upon enrollment, with the login website address. For this course you will need Microsoft Office '07 or Greater Word, PowerPoint, Excel and Access (There are 60-day free trials for each program at Microsoft.com) (Free software at Openoffice.org, some differences)

### Course Overview:

Information technology permeates our society and our entire educational system. More than just a series of courses and competencies, information technology is an information-gathering, organizing, and problem-solving tool that supports every discipline in the schoolhouse.

Digital Communication Tools is a 90-hour exploratory course designed to introduce project-based curriculum using specific skills and tools necessary for today's world and the future. It is a foundational course for students in the Business and Marketing area and helps to prepare students for any of the five career clusters (identified by the U.S. Department of *States Career Clusters*) in the Business and Marketing Pathway. Communication is the theme and is integrated throughout. Using various technologies and inputting gives students the ability to effectively communicate in the various media they will encounter at school and in the workplace.

### Enduring Understandings for Course:

**The effective use of technology is vital for success in the information age.**

- When using technology, how does your attention to ergonomics increase your productivity and employability?

- Why learn technology?
- How does the use of technology create opportunity?

**Technology enhances your ability to gather, manipulate and communicate information.**

- How does your ability to select and use software enhance communication?
- How does your ability to use a variety of hardware enhance communication?
- How can knowledge of technology improve your decision-making and problem-solving skills?

**The practice of employability skills leads to personal and workplace success.**

- What are the relationships between employability skills and success in life?
- What is a good worker?
- How does ethical or non-ethical behavior with technology impact society?

**Establish Goals:** (Grade Level Expectations)

- **1.1.1 Demonstrate appropriate file management techniques**
- **1.1.2 Identify and demonstrate the use of computer peripherals including printers, input devices, and storage devices utilizing written and electronic references.**
- **1.1.3 Use appropriate computer terminology**
- **1.3.2 (Reading) Understand and apply content/academic vocabulary critical to the meaning of the text, including vocabularies relevant to different contexts, cultures, and communities.**
- **2.1.2 Summarize the benefits of participating in school and community activities.**
- **2.1.3 Explain techniques for eliminating gender bias and stereotyping.**
- **2.1.4 Formulate strategies for working effectively with coworkers of varying age groups, cultures, and mental or physical abilities.**
- **2.1.5(Reading) Apply comprehension monitoring strategies for informational and technical materials, complex narratives, and expositions: synthesize ideas from selections to make predictions and inferences.**
- **3.1.1 Identify and use the appropriate component of Microsoft Word.**
- **Create, edit, save, format text paragraphs, move and copy text features, find/replace, proofing tools, letters, styles outlines headers, footer, tables, columns graphics.**
- **4.1.1 Identify and use the appropriate component of Microsoft PowerPoint**
- **Add/delete slides, modify headers, footers, slide master, import text, format text, add tables, charts, clip art, format, animations, transitions, publish.**
- **5.1.1 Identify and use the appropriate component of Microsoft Excel**
- **Create, modify format, print worksheets, insert, delete cells, format, spell check, find/replace, basic formulas, charts**
- **5.1.2 Identify and use the appropriate component of Microsoft Access**

- **Create, modify format, print reports, sort, filters, queries and forms.**

**Understandings:**

**Unit One: File Management and Computer Fundamentals**

Enduring Understandings:

- The computer is a valuable tool that opens up the world to those who know how to use it properly.
- Using the computer properly starts with a thorough understanding of how it is set up, how to manage the work one is doing and where to find help when needed.

**Unit Two: Leadership and Employability**

Enduring Understandings:

- The development and use of leadership and employability skills (sometimes called work maturity skills) are among the most important skills that any student can acquire at school.
- Students will understand that the lack of these skills can lead to not advancing or and even the lose of their jobs because of the lack of being able to get along with others in the work environment.

**Unit Three: Input and Documents**

Enduring Understandings

- Safe and productive keying is a skill that most of us will use in our career, educational and personal lives.
- A keyboard is used to communicate with others, find necessary information and enter data.
- Using the keyboard properly will increase individual productivity and efficiency.
- Voice recognition is a valuable tool for all students and can be especially useful for the special needs or handicapped student.
- Voice recognition is an emerging technology that is constantly being improved.

**Essential Questions:**

**Unit One: File Management and Computer Fundamentals**

Essential Questions:

- How can a computer help you organize?
- To what extent are we dependent on technology?

**Unit Two: Leadership and Employability**

Essential Questions:

- Why should we self-assess our performance?
- To what extent can goal setting help our performance?

**Unit Three: Input and Documents**

Essential Questions

- To what extent does a safe and productive keying technique affect us ergonomically?
- How can a person input data?
- How can documents send messages?
- To what extent through communication can collaboration and cooperation occur?

- Properly formatted Business documents make the message clear, concise and understandable.
- This increases both the efficiency and effectiveness of the communication.
- The communication process requires a vast repertoire of skills in intrapersonal and interpersonal processing, listening, observing, speaking, questioning, analyzing, and evaluating.
- Use of these processes is developmental and transfers to all areas of life: home, school, community, work, and beyond.

**Unit Four: Internet Skills/ Web Design**

Enduring Understandings

- The advantages of using the Internet are as diverse as the services and tools offered by the network.
- The Internet offers a vast amount of resources that are otherwise not available in any one location.
- Managing business information effectively is a vital activity, since data forms the basis upon which transactions are conducted or strategic decisions are made.

**Unit Five: Using the computer to Communicate Mathematically**

Enduring Understandings

- Managing, analyzing, and present business information effectively is a vital activity.
- The ability to automatically perform and update calculations is cost and time effective for businesses.
- The versatility of spreadsheet can be applied to many business and personal operations.

**Unit Six: Culminating Project**

Enduring Understandings

- Students will acquire self-

**Unit Four: Internet Skills/ Web Design**

Essential Questions

- How can the internet directly affect communication, research and writing skills?
- To what extent must you be careful and purposeful when using the internet?

**Unit Five: Using the computer to Communicate Mathematically**

Essential Questions

- How can managing business information be handled effectively?
- To what extent are data forms used to make strategic decisions and transactions in businesses?

<p>development skills to enhance relationships and improve efficiency in the work environment</p> <ul style="list-style-type: none"> <li>• Participate in career-planning to enhance job-success potential</li> <li>• Implement job-seeking skills to obtain employment</li> <li>• Utilize career-advancement activities to enhance professional development</li> </ul>	
<p><b><i>Students will know: Students will be able to:</i></b></p> <p><b>Unit One: File Management and Computer Fundamentals</b>  Knowledge &amp; Skills</p> <ul style="list-style-type: none"> <li>• Demonstrate File Management and Computer Fundamental skills</li> <li>• Utilize information-technology tools to manage and perform work responsibilities</li> </ul> <p><b>Unit Two: Leadership and Employability</b>  Knowledge and Skills</p> <ul style="list-style-type: none"> <li>• Individual Leadership</li> <li>• Employability Skills</li> </ul> <p><b>Unit Three: Input and Documents</b>  Knowledge and Skills</p> <ul style="list-style-type: none"> <li>• Alpha Keyboard Using the Touch-Typing Method for Continual Improvement of Speed and Accuracy</li> <li>• Learn the formatting/writing process for producing business correspondence by correctly producing basic business documents</li> <li>• Use voice recognition software at an introductory level</li> <li>• Use presentation software to enhance an oral presentation</li> </ul> <p><b>Unit Four: Internet Skills/ Web Design</b>  Knowledge and Skills</p> <ul style="list-style-type: none"> <li>• Use the internet to enhance workplace productivity and personal enjoyment of the computer by using the internet in a safe and effective manner</li> <li>• Use web design software to create and view a web page</li> </ul> <p><b>Unit Five: Using the computer to Communicate Mathematically</b>  Knowledge and Sills</p> <ul style="list-style-type: none"> <li>• The student will be able to correctly organize information on a spreadsheet and incorporate charts and graphs</li> <li>• The student will be able to enter, create, edit and sort databases as well as being able to create tables and design fields</li> </ul>	

- Financial Analysis

### **Evidence of Assessment**

What evidence will be collected to determine whether or not the understandings have been developed, the knowledge and skill attained, and the state standards met? [Anchor the work in performance tasks that involve application, supplemented as needed by prompted work, quizzes, observations, etc.]

### **Performance Tasks:**

**Production of Products, Quizzes, Application of software to real-world products**

### **Other Evidence (self-assessments, observations, work samples, quizzes, tests and so on):**

Other evidence that will be collected to show student understanding will be individual self-assessments for each unit as well as reflections on discussion board dialogue/questions with the class. There will be in-person proctoring for end of unit tests.

## **Types of Learning Activities**

### **Learning Activities:**

Introduction Discussion Board  
 Creation of Pronto Account  
 Worksheet: Desktop Identification  
 Storage Devices & Application Manipulation  
 Your PC May not be as Secure Reading  
 Word 1.6  
 Word 1.7  
 Word 1.8  
 1.9 Summative Assessment Word Basics  
 Lesson 2.1 Important Workplace Behaviors Assignment  
 Computer Health Related Injuries  
 Reflection Summative Assessment  
 Email Discussion  
 Email Etiquette  
 Memo Writing Article  
 Memo Format #1  
 Memo #2  
 Memo Assessment  
 Block Letter Discussion  
 Block Letter #1

Block Letter #2  
 Letter to Teacher Assessment  
 Table #1  
 Table #3  
 Table Assessment  
 Report Discussion  
 MLA Report  
 MLA Format Assessment  
 PowerPoint Discussion  
 PowerPoint Assignment #1  
 PowerPoint Assignment #2  
 Movie Maker Assignment #1  
 PowerPoint Test  
 Social Networking Blog  
 Top 10 Tips to a Great Website  
 Webpage  
 Webpage Assessment  
 Spreadsheet Blog  
 5.1.1 Spreadsheet Introduction  
 5.1.1 Spreadsheet Introduction Questions  
 Excel Basics Quiz  
 5.1.2 Spreadsheet Formula Assignment  
 5.1.2 Spreadsheet Formula Questions  
 5.1.3 Spreadsheet Charts  
 Excel Formula and Data Quiz  
 Career Choices #1  
 Career Choices #2  
 How to Write your Resume Reading  
 Create your Resume  
 Application Article Reading #1  
 How to Write a Cover Letter Reading  
 Cover Letter Career  
 Goal Blog  
 Informational Interview  
 Thank You Letter

<b>Direct Instruction</b>	<b>Indirect Instruction</b>	<b>Experiential Learning</b>	<b>Independent Study</b>	<b>Interactive Instruction</b>
<input checked="" type="checkbox"/> Structured Overview <input checked="" type="checkbox"/> Mini presentation <input checked="" type="checkbox"/> Drill & Practice <input checked="" type="checkbox"/> Demonstrations	<input checked="" type="checkbox"/> Problem-based <input checked="" type="checkbox"/> Case Studies <input checked="" type="checkbox"/> Inquiry <input checked="" type="checkbox"/> Reflective Practice <input checked="" type="checkbox"/> Project	<input type="checkbox"/> Virt. Field Trip <input type="checkbox"/> Experiments <input checked="" type="checkbox"/> Simulations <input type="checkbox"/> Games <input checked="" type="checkbox"/> Field Observ. <input type="checkbox"/> Role-playing	<input checked="" type="checkbox"/> Essays <input checked="" type="checkbox"/> Self-paced computer Journals <input type="checkbox"/> Learning Logs <input checked="" type="checkbox"/> Reports	<input checked="" type="checkbox"/> Discussion Debates <input type="checkbox"/> Role Playing Panels <input type="checkbox"/> Peer Partner Learning <input type="checkbox"/> Project team

___ Other (List)	___ Paper ___ Concept Mapping ___ Other (List)	___ Model Bldg. ___ Surveys ___ Other (List)	___ x ___ Directed Study ___ x ___ Research Projects ___ Other (List)	___ Laboratory Groups ___ Think, Pair, Share ___ Cooperative Learning ___ Tutorial Groups ___ x ___ Interviewing ___ x ___ Conferencing ___ Other (List)
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**Learning Activities**

The following outline suggests a reasonable pacing for the course.

Computer Applications

Orientation	1 Week
Unit One: File Management and Computer Fundamentals	1 Week
Unit Two: Leadership and Employability	1 Week
Unit Three: Input and Documents	5 Weeks
Unit Four: Internet Skills and Web Design	1 Weeks
Unit Five: Using the computer to Communicate Mathematically	3 Weeks
Unit Six: Professional Development	4 Weeks

**Adapted from Understanding by Design Template available online and the Understanding by Design: Professional Development Workbook.**

References:

**Wiggins, G., & McTighe, J. (n.d.). Understanding by Design Exchange. Retrieved November 2, 2004 from <http://www.ubdexchange.org/>**

Wiggins, G., & McTighe, J. (2004). Understanding by design: Professional development workbook. Alexandria, VA: Association for Supervision and Curriculum Development.)