

Computer Applications I and II

This is a practical, introductory computer applications course that helps students in learning to use a wide range of computer application programs. Students practice using OpenOffice Writer, Calc and Impress. They create presentations and text documents, practice using command keys and formatting material for ease of reading. This course will touch on touch typing, requiring students to increase their typing speed throughout the semester. Students will also gain some experience in music editing, Windows Movie Maker, website development, photo editing, Google Earth, and general Internet usage. All students must have an online experience in high school and this class fulfills this ½ credit.

Units of Study

- I. Basic Typing
 - A. MicroType Pro
 - B. Typing Games Online
- II. Internet Usage
 - A. E-mail Etiquette
 - B. Moodle
 - C. WebQuests
- III. OpenOffice Writer
- IV. OpenOffice Impress (Presentation)
- V. OpenOffice Calc (Spreadsheet)
- VI. Career Unit
 - A. CareerForward
 - B. Cover Letter/Resume
 - C. Career Research
- VII. Other Tools
 - A. Audacity Music Editing
 - B. Picassa Photo Editing
 - C. Gliffy/Art Van Design
 - D. Google Earth
 - E. Windows Movie Maker
 - F. Prezi
- VIII. Computer Dissection (Computer Apps. II only)

Length of Unit	Unit Title	Content Standards	Student Outcomes	Projects/Assessments
1-2 Weeks	Basic Typing	None	Students will: -learn proper typing methods -increase typing speeds	-Typing Test -MicroType

Length of Unit	Unit Title	Content Standards	Student Outcomes	Projects/Assessments
4 weeks	Internet Usage	9-12.CI.2 9-12.CC.1 9-12.CC.2 9-12.CC.5 9-12.RI.2 9-12.RI.7 9-12.DC.3 9-12.TC.2	<p>Students will:</p> <ul style="list-style-type: none"> -create a web page using wix.com -identify various collaboration technologies and describe their use (blogs/wikis) -use available technologies (e-mail/Google Docs) to communicate with others on a class assignment or project -describe the potential risks and dangers associated with online communications -identify, evaluate, and select appropriate online sources to answer content related questions -understand that using information from a single internet source might result in the reporting of erroneous facts and that multiple sources must always be researched -discuss and demonstrate proper netiquette in online communications -use an online tutorial and discuss the benefits and disadvantages of this method of learning 	<ul style="list-style-type: none"> -Webpage Design -Blogs/Wikis on Moodle -E-mail assignment turn-in -Internet/Cell Phone Safety Presentation -WebQuests -OpenOffice Tutorials

Length of Unit	Unit Title	Content Standards	Student Outcomes	Projects/Assessments
2 weeks	OpenOffice Writer	9-12.CI.1 9-12.TC.2 9-12.TC.13	Students will: -apply advanced software features to redesign word processing documents -proofread and edit a document using an application's spelling and grammar checking functions	-OpenOffice Tutorials -Celebrity Letter
Length of Unit	Unit Title	Content Standards	Student Outcomes	Projects/Assessments
3 weeks	OpenOffice Impress	9-12.CI.1 9-12.CI.3 9-12.RI.8 9-12.TC.2	Students will: -apply advanced software features to redesign word processing documents -use a variety of media and formats to design, develop, publish, and present projects -research examples of inappropriate use of technologies	-Internet/Cell Phone Safety Presentation -OpenOffice Tutorials

Length of Unit	Unit Title	Content Standards	Student Outcomes	Projects/Assessments
2 weeks	OpenOffice Calc	9-12.CI.1 9-12.CC.6 9-12.RI.1 9-12.TC.2	<p>Students will:</p> <ul style="list-style-type: none"> -apply advanced software features to redesign word processing documents -use technology tools for managing and communicating personal information (schedules) -develop a plan to gather information using various research strategies 	<ul style="list-style-type: none"> -Excel schedule (hours per day) -Graphing on Writer -Questionnaire entry -OpenOffice Tutorials
Length of Unit	Unit Title	Content Standards	Student Outcomes	Projects/Assessments
2 weeks	Careers	9-12.CC.1 9-12.CT.2 9-12.TC.2 9-12.TC.9	<p>Students will:</p> <ul style="list-style-type: none"> -identify various collaboration technologies and describe their use (desktop conferencing) -analyze the capabilities and limitations of digital resources and evaluate their potential to address career needs -explore career opportunities, especially those related to science, technology, engineering, and mathematics and identify their related technology skill requirements -participate in experiences associated with technology-related careers 	<ul style="list-style-type: none"> -CareerForward Questions -Resume/Cover Letter -Career Research Project

Length of Unit	Unit Title	Content Standards	Student Outcomes	Projects/Assessments
3-4 weeks	Other Tools	9-12.CI.3 9-12.CC.3 9-12.TC.4 9-12.TC.10	<p>Students will:</p> <ul style="list-style-type: none"> -use a variety of media and formats to design, develop, publish, and present projects -collaborate in content-related projects that integrate a variety of media -use digital resources for for problem solving and independent learning -describe uses of various existing or emerging technology resources -identify common graphic, audio, and video file formats (e.g., jpeg, gif, bmp, mpeg, wav, wmv, mp3, avi, pdf) -demonstrate how to import/export text, graphics, or audio files 	<ul style="list-style-type: none"> -PSA -Digital Storytelling -Google Earth locations -Podcasting -Picassa Photo Editing -Audacity Music Editing
Length of Unit	Unit Title	Content Standards	Student Outcomes	Projects/Assessments
1 week	Computer Dissection	9-12.DC.2 9-12.TC.7	<p>Students will:</p> <ul style="list-style-type: none"> -discuss possible long-range effects of unethical uses of technology on cultures and societies -assess and solve hardware and software problems by using online help or other user documentation 	<ul style="list-style-type: none"> -Presentation on viruses, pirating, hacking, phishing -Dissect Computers