MS Computer Applications
Business and Technology

Course Description
The purpose of Computer Applications is to utilize National Education Technology Standards to develop knowledge and skills for 21st Century learners. Students will use the software in Microsoft Office to integrate real world skills for the work place. Online collaborative communication, and the use of digital media, will enhance student learning. Digital citizenship is emphasized throughout the course.

Course Rationale
Our students live in a digital age. The development of Microsoft Office skills is essential to workplace productivity. Students utilize Word Processing, PowerPoint and Excel to reinforce computer literacy activities and skills. Communication skills will be developed in various ways including aspects of web design and digital media.

Enduring Understandings
- Keyboarding is necessary for the digital age.
- Communication and understanding is improved when the correct tool is used.
- Technology skills are essential for a productive work force.
- Digital citizenship is the appropriate and responsible behavior with the regard to technology.
- Skills developed using software productivity programs transfer from one to another.

Key Resources
- Type to Learn
- MicroPace Pro
- Flip Cameras
- Web Cameras
- Blackboard
- Adobe Pro
- Photoshop

Board Approval Date
April 28, 2011

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Unit: Microsoft Office Applications

Duration: 9 Week(s)
MS Computer Applications
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Unit Overview
Students will learn to use Microsoft Office applications.

Enduring Understandings
Correctly using Microsoft Office applications increases productivity.

Essential Questions
1. How do you know which MS Office application to use for a given task?
2. How can MS Office applications be used to communicate your message?
3. How does learning the options in one application transfer to the other programs?

Example Assessment Items
Given a task, correctly select which MS Office application to utilize.
Indicate which MS Office application best fits a given task (note card visuals, discussion)
Create a chart comparing and contrasting the features of MS Office (commands, tabs, menus, etc)

Academic Vocabulary
Academic Vocabulary:
Cell
Column
Formula
Hyperlink
Non-linear presentation
Paragraph
Row
Ruler
Spreadsheet
Table
Unbound Report

Other Content Vocabulary:
Hanging Indent
Header
Line Spacing
Margins
Screen Shot
Sort
Word Wrap

Topic: Word Processing Duration: 15 Day(s)
Description
Documents, Graphic Design, Tables, Reports, Google Forms

Learning Targets
The student will create original works using a variety of technology tools.
The student will use critical thinking and technology to solve problems.
The student will contribute to project teams to produce original works.
The student will use technology to apply existing knowledge, generating new ideas and products.

Topic: Digital Presentations Duration: 13 Day(s)
Description
Hyperlinks, Non-linear presentation, presentation skills

Learning Targets
The student will create original works using a variety of technology tools.
The student will plan and manage activities to complete a project integrating technology.
The student will transfer current knowledge to learning of new technology.
The student will present information and ideas effectively to multiple audiences using a variety of media and formats.

Topic: Spreadsheet Applications Duration: 20 Day(s)
Description
Formulas, Graphing, Sorting, Formatting Cells

Course Summary
Park Hill, MO

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# MS Computer Applications

## Business and Technology

### Grade(s) 7th - 8th

#### Required Course

### Learning Targets
- The student will process data and report results in an efficient manner.
- The student will transfer current knowledge to learning of new technology.
- The student will use critical thinking and technology to solve problems.
- The student will use technology to apply existing knowledge, generating new ideas and products.

### Unit: Digital Media

#### Duration: 3 Week(s)

#### Unit Overview
- Students will learn skills in different types of digital media including photo editing, video editing and digital photography.

#### Enduring Understandings
- Digital media allows individuals to creatively express an idea or information.

#### Essential Questions
- How does digital media enhance our ability to communicate?
- How can digital media be used negatively?
- How has media evolved with the usage of digital equipment?

#### Example Assessment Items
- Participate in a discussion board about the use of digital media.
- Create a Public Service Announcement or video.

#### Academic Vocabulary
- Other Content Vocabulary:
  - Discussion Board
  - Wiki
  - Blog
  - Podcast
  - Webcast
  - Video Chat
  - Capture
  - Upload
  - Edit
  - Publish

### Topic: Digital Media

#### Duration: 15 Day(s)

#### Description
- Capture, Editing, Publishing

#### Learning Targets
- The student will create original works using a variety of technology tools.
- The student will interact, collaborate and publish with peers, experts or others employing a variety of digital environments and media.

### Unit: Programming

#### Duration: 2 Week(s)

#### Unit Overview
- An introduction to computer programming skills will help students develop foundational knowledge of the World Wide Web.

#### Enduring Understandings
- Computer programming is the underlying concept of publishing on the web.

#### Essential Questions
- Why is learning HTML a good stepping stone to learning other web design programs?

#### Example Assessment Items
- Create a website using HTML.

#### Academic Vocabulary
- Academic Vocabulary:
  - Hexadecimal Code
  - HTML
  - HTML Tag

### Topic: Programming

#### Duration: 10 Day(s)
**MS Computer Applications**

**Business and Technology**

**Grade(s)** 7th - 8th  
**Required Course**

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**Description**

Notepad, Hexadecimal Code, HTML, Google Sites

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**Learning Targets**

- The student will create original works using a variety of technology tools.
- The student will use critical thinking and technology to solve problems.
- The student will transfer current knowledge to learning of new technology.

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**Unit:** Online Research and Digital Communication  
**Duration:** 2 Week(s)

**Unit Overview**

Students will communicate and digital research via different medias and will learn the benefits of using digital media to communicate.

**Enduring Understandings**

- Digital communication allows for people to interact globally.
- Digital communication provides access to a wealth of information.

**Essential Questions**

- What does digital communication change?
- How do you know which digital tool to use for the message to be relayed?
- What can we achieve with the use of digital communication?
- How do you narrow a search to find accurate information?

**Example Assessment Items**

- Demonstrate possible replies using digital communications that could be perceived in multiple ways.
- Utilize online communication tools such as Blackboard, email, blogs or social networks.
- Use a graphic organizer (Venn/T-chart diagram) to show use of online communication verses without.
- Given an advanced search, the student will create a visual representation (web) of possible search outcomes.

**Academic Vocabulary**

- Academic Vocabulary:
  - Social Network

- Other Content Vocabulary:
  - Video Chat
  - Blog
  - Wiki
  - Shared Documents

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**Topic:** Digital Publishing and Communication  
**Duration:** Ongoing

**Description**

Blogs/Wikis, Forum/Discussion Boards, Email, Texting, Video Chat and Shared Files, Google Hangout

**Learning Targets**

- The student will interact, collaborate and publish with peers, experts or others employing a variety of digital environments and media.
- The student will locate, organize and ethically use information from a variety of sources and media.
- The student will create a digital forum/discussion board.
- The student will use technology that supports collaboration, learning and productivity.
- This student will interact and collaborate with peers, experts or others employing a variety of digital environments and media.
- The student will plan and manage activities to complete a project integrating technology.

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**Topic:** Research  
**Duration:** 2 Day(s)

**Description**

Search and evaluate online information

**Learning Targets**

- The student will evaluate and select information sources and digital tools based on appropriateness to specific tasks.
- The student will use an advanced internet search in authentic contexts.
- The student will plan and manage activities to complete a project using digital note taking.
- The student will provide basic bibliographic information for sources.
Unit: Digital Citizenship

Unit Overview
Students will understand appropriate and responsible behavior regarding technology.

Enduring Understandings
Digital citizenship is the appropriate and responsible behavior online.
Digital citizenship values the work of others.

Essential Questions
Why is it wrong to take other's work without their permission?
What is intellectual property?
What are the possible consequences of using digital media and communication devices?
How is digital communication different than verbal communication?

Example Assessment Items
Create a Public Service Announcement or video
Use a graphic organizer (t-chart, venn diagram) to show the use of digital communication versus verbal communication.

Academic Vocabulary
Cyber Bullying
Computer Ethics
Cyber Predator
Social Network
Plagiarism
Digital Piracy
Netiquette

Topic: Digital Citizenship

Description
Safety, Cyber Bullying, Netiquette, YouTube, Intellectual Property, Digital Piracy.

Learning Targets
The student will exhibit leadership for digital citizenship principles.
The student will locate, organize and ethically use information from a variety of sources and media.
The student will develop cultural understanding and global awareness by engaging with other learners.
The student will provide basic bibliographic information for sources.

Unit: Graphic Design

Unit Overview
Students will learn how graphic design enhances digital products.

Enduring Understandings
Graphic design elements enhance digital products.

Essential Questions
How can you enhance your digital products?
How can graphic design elements communicate a products message?

Topic: Graphic Design

Learning Targets
The student will create a layout design in a digital product to enhance the communicated message of the product.
The student will use color to enhance digital production.
The student will use various graphic elements to enhance digital product communication.