

Computer Applications

High School – Grades 9, 10, 11, 12

Intermediate Level – One Term

Elective

1. **Subject Expectation** **Social, ethical, and human issues**
 (NETS 5)
 (NBEA XVI) **Privacy and Ethics**

Essential Learning 1
(Learning Standard)

Students practice responsible use of technology systems information, and software

Critical Content

- a. reinforce the District's *Authorization For Technology Access Policy*
- b. review copyright issues
- c. review privacy and ethical issues

Essential Learning 2
(Learning Standard)

Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity

Critical Content

- a. understand, apply, and demonstrate basic skills in word processing, spreadsheet, presentation, and database software
- b. work in collaboration with other students on various projects
- c. use technology for personal pursuits, such as researching college choices or creating reports and presentations for other course work
- d. apply skills to complete work within a designated time frame

2. **Subject Expectation** **Input Technologies**
 (NETS 6)
 (NBEA VI)

Essential Learning 1
(Learning Standard)

Students are to input technologies and manipulate text and data

Critical Content

- a. demonstrate correct fingering for the alphanumeric keys on the keyboard
- b. use special keys on the keyboard appropriately, such as function keys, escape key, space bar, delete/backspace, and return/enter
- c. maintains proper posture and keyboarding technique when using the keyboard
- d. use variety of input technologies, such as keyboard, scanner, digital camera, and mouse

3. Subject Expectation (NETS 5) (NBEA VII) Technology Research Tools Information Retrieval

Essential Learning 1 (Learning Standard)

Students locate, evaluate, collect, use, and cite information from a variety of technological sources

Critical Content

- a. access appropriate search engines relative to topic for the most productive results
- b. identifying keywords that retrieve relevant resources
- c. utilizing search limiting operators
- d. evaluating web sites for credibility
- e. determining usefulness of information found on web sites
- f. documentation of Internet resources using correct MLA and APA format
- g. use information gathered from the Internet based on appropriateness to specific tasks

Essential Learning 2 (Learning Standard)

Students use technology tools to process data and report results

Critical Content

- a. use word processing software to create reports
- b. use spreadsheet software to collect and process quantitative data
- c. use presentation software to present information to a specified audience
- d. use database software to organize, store, maintain, retrieve, sort, and create desired output

Essential Learning 3 (Learning Standard)

Students evaluate and select technological innovation based on the appropriateness to specific tasks

Critical Content

- a. use digital cameras and scanners to create digital images
- b. incorporate audio, video, and graphics into reports and presentation

4. Subject Expectation (NETS 3) Technology Productivity Tools

Essential Learning 1 (Learning Standard)

Knows the characteristics and uses of computer word processing software and applies that knowledge to meaningful and relevant solutions

Critical Content

- a. utilizing proper procedure for file management and file retrieval
- b. trouble-shoots simple problems in software, such as rebooting and using help feature
- c. use word processing software to edit, format, copy, move, save and print various documents
- d. use word processing features to enhance the visual display, clarity, and accuracy of documents

**Essential Learning 2
(Learning Standard)****Knows the characteristics and uses of computer spreadsheet software and applies that knowledge to meaningful and relevant situations**

Critical Content

- a. understand common features and uses of spreadsheets
- b. use spreadsheet software to organize, edit, format, copy, move, save, and print various spreadsheets
- c. create and execute appropriate and valid formulas/functions on data
- d. use spreadsheet software to create graphs and charts from collected data

**Essential Learning 3
(Learning Standard)****Knows the characteristics and uses of computer presentation software and applies that knowledge to meaningful and relevant situations**

Critical Content

- a. plan and design a presentation
- b. create, edit, and format a presentation
- c. add and customize transitions and animations to a presentation
- d. demonstrate appropriate presentation skills

**Essential Learning 4
(Learning Standard)****Knows the characteristics and uses of computer database software and applies that knowledge to meaningful and relevant situations**

Critical Content

- a. understand common features and uses of database software
- b. plan and design a database
- c. use database software to add, edit, and delete records, and to find information through simple sort of search techniques
- d. create forms and reports using database software
- e. perform queries to extract

**5. Subject Expectation
(NETS 4)****Teaching Communications Tools****Essential Learning 1
(Learning Standard)****Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences**

Critical Content

- a. use word processing software to create a variety of business communications, such as memos, letters, reports, and announcements
- b. use spreadsheet software to create various business-related spreadsheets, such as an income statement, a sales report, a budget, and an invoice
- c. use presentation software to organize and present information to an audience on a specific topic
- d. use database software to organize, store maintain, retrieve, sort, and print all types of business data

**6. Subject Expectation
(NETS 6)****Technology problem-solving and decision-making tools****Essential Learning 1
(Learning Standard)****Students use technology resources for solving problems and making information decisions**

Critical Content

- a. use Internet search skills to find information
- b. evaluate search results for relevancy and credibility
- c. use information gathered from the Internet based on the appropriateness to specific tasks
- d. use on-line resources to enhance presentations and reports, such as using Microsoft Clip Art Gallery Live to find additional clipart, animations, sounds, photographs, etc.
- e. choose correct features of software to accomplish tasks efficiently

**Essential Learning 2
(Learning Standard)****Students employ technology in the development of strategies for solving problems in the real world**

Critical Content

- a. use combination of software programs and hardware to present a finished product, such as using a scanner and scanner software to scan a photo; using photo editing software to edit the photo; and inserting the photo into a presentations
- b. use appropriate software to evaluate real-life issues, such as using spreadsheet software to figure the cost of a car loan over a variety of time periods