UNIVERSITY OF CALIFORNIA   A-G CMP Course Management Portal

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Computer Applications

Santa Maria Joint Union High School District

Basic Course Information

School(s) Offering This Course:

School Name	Course Learning Environment	Transcript Code(s)	
Pioneer Valley High School (053847)	Classroom Based	**Abbreviation**	**Course Code**
		Comp Apps A (P)	BU6039
		Comp Apps B (P)	BU6040
Ernest Righetti High School (053303)	Classroom Based	**Abbreviation**	**Course Code**
		Comp Apps A (P)	BU6039
		Comp Apps B (P)	BU6040
Santa Maria High School (053305)	Classroom Based	**Abbreviation**	**Course Code**
		Comp Apps A (P)	BU6039
		Comp Apps B (P)	BU6040

Title: Computer Applications

Length of course: Full Year

Subject area: College-Preparatory Elective ("g") / Interdisciplinary

UC honors designation? No

Prerequisites: None

Co-requisites: None

Integrated
(Academics / CTE)?   Yes

Grade levels:
                            9th, 10th, 11th, 12th

Course Description

Course overview:

This is a computer course designed to give students a comprehensive knowledge of computer use with a functional level of computer ability. The course teaches operating system and file maintenance, keyboarding, beginning through advanced operating skills plus application level knowledge of the Microsoft Office Suite. Technical reading and writing are a key component of the course. Instructional units include email & personal information management, word processing & formatting, business correspondence, spreadsheet creation and manipulation, multimedia presentations, and introduction to database use.

Course content:

Unit 1 - Computer Concepts and Use

In this unit students will analyze the importance of computers, and explain how computers process information, describe hardware and software, evaluate technology for specific needs, and navigate the desktop.

Students will demonstrate use of software menus, ribbons and toolbars to maximize, minimize, restore, and resize windows, to manipulate the document display, to print a document, to save and manage files, to close a document and exit software.

To describe uses of the Internet, explore websites with a browser, identify the features of search engines and social networks, search for information and perform transactions via the Web. In the online safety section students will identify threats to computers and networks, discuss computer crime and legal and ethical issues, copyrights and citing sources, identify and practice online netiquette standards, as well as considering ethical and legal practices while conducting business such as safeguarding confidential information.

⌨ Unit Assignment(s):

Students will conduct online research of digital hardware and will create a one page document in Microsoft Word listing nine items and the product descriptions, features, and prices. Research will be conducted on the Internet, and students will provide data from various reliable online sources using safe navigation practices. Students will save the final document to the proper folder and print a copy. Students will learn foundational skills to independently operate a computer using Internet resources and create a document.

Unit 2 – Keyboard Conditioning

Students will learn proper control of keys to improve reach-stroke control and keying speed using proper techniques. Throughout the lessons students will build speed and accuracy. Keyboard skills are practiced throughout the course to enhance efficient document preparation and use of computer technology.

⌨ Unit Assignment(s):

Students use MicroType software to master keyboarding skills. In addition, students are assigned a daily 10 minute warm-up for conditioning practice of the alphabetic and numeric keys learned and to maneuver with proper technique using the keyboard. Students will learn to properly type without looking at the keyboard to achieve 30 words per minute with 85% accuracy.

Unit 3—Word Processing

The major focus of this unit is proper document creation and preparation of letters, tables, and reports. Throughout the unit students will use and incorporate previously learned features in the crafting of the documents.

Letters:

Format business letters in block format using Word features to include font, hyphenation, tab stops, spelling/grammar check, spacing, punctuation styles, and envelopes.

Tables:

Create tables with main headings, secondary headings, column headings, and source notes using the MS Word table design and layout features including Merge and Split, Insert/Delete Rows/Columns, cell and page alignment, sort, styles, borders and shading.

Reports:

Students learn to format press releases and MLA reports with textual citations and a Works Cited/Bibliography page. Formatting skills including paragraph and page styles, page numbering, page breaks, footnotes and endnotes, headers and footers, indentation, and paragraph and line spacing.

🖵 Unit Assignment(s):

Letters Key Assignment: Using Microsoft Word, plan and prepare a properly formatted business letter to a school staff member introducing yourself and your future goals. The letter will be printed, signed, and delivered.

Tables Key Assignment: Make a month sized calendar in Microsoft Word by designing a table that is the size and shape of a calendar. Put special dates and assignments on it and use interesting (but readable) font and formatting style and include graphics.

Reports Key Assignment: Students will plan and prepare an original MLA formatted report. They will plan the report by creating a storyboard of the main sections and gathering graphics.

Students will learn to properly format a variety of school and work based documents.

Unit 4: Presentations-Slide Shows

Students will be able to navigate through an existing PowerPoint electronic presentation and to create original presentations incorporating the following skills: title slide; bulleted lists; insert and edit graphic images and photos, lines, and shapes to enhance slides; convey information in a presentation with tables, graphs, and charts; adding slide notes; transitions; animations; slide design; printing features including handouts. Students will utilize a rubric to evaluate presentation formatting and delivery.

🖵 Unit Assignment(s):

Key Assignment: To plan, design, and deliver an electronic presentation created from the report produced in the previous unit. All skills learned in this unit should be incorporated into the presentation. Students will evaluate three of the presentations using a provided rubric. Students will learn to create a professional presentation and use public speaking skills to enhance the presentation.

Unit 5: Spreadsheets

Students will use Microsoft Excel to enter data, navigate in a worksheet, print a worksheet, select a range of cells and edit, clear, copy, move information in a worksheet, format cell contents, adjust column widths, insert and delete columns and rows, perform worksheet calculations using formulas and functions, and create embedded column, bar, and pie charts using worksheet information.

💻 Unit Assignment(s):

Key Assignment: Apply what has been learned to create a spreadsheet comparing prices of items they researched online. The collected data will be inputted in to an Excel worksheet and formatted correctly applying proper formulas. This information will be used to create charts and exported to a Microsoft Word or PowerPoint document. Students will use Microsoft Excel to apply mathematical concepts to create formulas to solve real world problems and present data in a professional format.

Unit 6: Database

Students will use Microsoft Access and learn to add records to an existing database, print a database table. Create a new database and table, add records to a new database, update an existing database, add new records to a database table, use efficient navigation techniques within tables and forms, edit records in tables and forms, and add new fields to a table. Learn to create single and multiple data sorts, to create and utilize filters, and to generate queries.

💻 Unit Assignment(s):

Key Assignment: To assess database application skills students will be given a list of thirty customer records for a landscaping company and will create a new database with customer information. They will add, delete, and update data. They will manipulate the data by sorting, filtering, and creating queries to answer questions about the business. Students will learn how a database can be used to organize large amounts of data to manage a business.

Course Materials

Textbooks

Title	Author	Publisher	Edition	Website	Primary
Century 21 Computer Skills and Applications	Hoggatt, Shank, & Smith	South-Western Cengage Learning	10e/2015	www.cengage.com	Yes

Multimedia

Title	Author	Director	Name of video series	Date	Website	Medium of Publication
Inside a Computer	[empty]	[empty]	[empty]	2008	www.bepublishing.com	DVD
Flash of Genius	Phillip Railsback, Philip Railsback, Marc Abraham, & Scott Frank	Marc Abraham	[empty]	2008	[empty]	DVD/Universal Pictures

Title	Author	Director	Name of video series	Date	Website	Medium of Publication
Cyber Safety	[empty]	[empty]	Cyber Sense	2008	www.cambridgeeducational.com	DVD

Other

Title	Authors	Date	Course material type	Website
MicroType 6	South-Western Educational Publishing	2015	Mixed Media Software	www.cengage.com