

**Jennings Public Schools
Career and Technical Education
Computer Applications**

Grades: 9-12

Length of Course: 2 Semesters

Course Description

This course is recommended for all incoming freshman to provide students with a basic level of proficiency in applying computer technology in the educational setting. This full-year course introduces the fundamentals of digital literacy, keyboarding with keystroke “touch” system, Microsoft Office 2013 (Microsoft Word, Excel, Access and PowerPoint). Proper keying technique, language arts literacy skills, proofreading, and editing skills are emphasized throughout the course. Students will utilize this knowledge to properly format important documents such as MLA reports, business letters, multimedia presentations, and charts. Students will be able to apply these skills in other courses, college, and emphasizes the application of technology in the workplace. Computer proficiencies and etiquette is the number one skill employers are looking for today.

Students will also take the online module of Ignition Digital Literacy. Ignition Digital Literacy & Responsibility™ combines the power of cutting-edge instructional design, rich media and simulations to educate teens and empower them to with the skill set to leverage technology safely and effectively. There are seven modules, plus simulation that cover key concepts such as digital footprint, security, privacy, cyberbullying and digital time management.

Rationale

This area of instruction provides content for knowledge and skills required in the technology-based workplace. The demand will continue to expand for individuals to use computer hardware and software to create documents, gather information, and solve problems. This class is vital for students planning to enter the workforce and/or postsecondary education.

Graduation Goals

Missouri high school graduates must earn at least 7 elective units selected to ensure mastery of important basic academic knowledge, skills and competencies which may otherwise not have been mastered; to extend and enhance mastery of advanced academic skills; to prepare students with employment skills; and, for students not pursuing postsecondary education, to ensure that they have the knowledge and skills needed to prepare for employment in current and emerging fields.

Resources

Online Resource: Everfi Ignition, Digital Literacy – www.everfi.com

Online Keyboarding Resource: Typing Web – www.typingweb.com

Textbook: Introductory, Microsoft Office 2013, Shelly Cashman Series, Cengage Learning

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COMPUTER APPLICATIONS INSTRUCTIONAL FRAMEWORK

An instructional framework provides educators with a list of benchmark statements aligned to Common Core and national content area standards for a given course or program. The Missouri Computer Applications Instructional Framework lists a sequence of content for computer applications, organized into distinct units of instruction with component evidence of mastery statements.

Codes for the National Standards for Business Education are:

CD = Career Development

COMM = Communication

CP = Computation

IT = Information Technology

M = Management

Codes for Common Core English Language Arts and Literacy are:

L = Language

RI = Reading for Informational Text

SL = Speaking and Listening

W = Writing

WHST = Writing for Literacy in History/Social Studies, Science, and Technical Subjects

Codes for Common Core Mathematics are:

G-CO = Geometry: Congruence

N-Q = Number and Quantity: Quantities

Computer Applications Instructional Framework

A. Apply Input Methods	Common Core	NBEA Standards
1. Demonstrate improvement in speed and accuracy of keyboarding		IT.IV.1.1
2. Demonstrate proper keyboarding technique		IT.IV.1.1
3. Identify proper ergonomic principles		IT.IV.1.1
B. Execute Basic Computer Operations		
1. Use system tools (e.g., defragment, disk clean up)		IT.III.3-4.5
2. Use program interface (e.g., menu items, ribbons, toolbars, dialog boxes)		IT.V.1.2
3. Manage and transfer files		IT.III.1.2

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4. Identify resources to obtain assistance (e.g., Help menu, software manual, Web site)		IT.III.3-4.6
5. Demonstrate proper network user procedures and protocol (e.g., logging on, saving to network)		IT.XII.2.2
6. Identify security issues related to computer hardware, software, and data		IT.XIV.4.1
7. Identify file formats and extensions		IT.III.1,2
8. Perform basic troubleshooting and maintenance		IT.III.3-4.5
9. Demonstrate input of data from various sources (e.g., Web, scanner, digital camera)		IT.IC.2-4.2
10. Identify hardware and software specifications to purchase a computer (e.g., RAM, processor, hard drive, software, and price)		IT.IV.4.5 IT.IV.4.6 IT.II.4,2 IT.II.2.4
11. Save files to various storage devices (e.g., CDs, USB, hard drive, DVD)		COMM.IV.3,3
12. Determine appropriate software applications for tasks		IT.V.1.1
C. Construct Business Documents using Word Processing Applications		
1. Demonstrate correct use of word processing terminology	RI 11-1.4	COMM.I.B.1.4
2. Create and format business documents (e.g., letters, memos, outlines, newsletters, and reports)	W 11-12.2	COMM.I.D.3.14 COMM.I.D.3.10 IT.V.1,2
3. Proofread and edit documents		COMM.I.D.3.6 COMM.I.D.2,6
4. Manipulate the features of word processing software to enhance documents (e.g., headers, footers, tabs)		COMM.IV.3.8
5. Create and format tables		IT.V.3.5
6. Create mail-merge documents		IT.V.3.5
7. Insert and manipulate graphics		COMM.IV.1.4 IT.V.3.5

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8. Create documents using templates		COMM.IV.1.4 IT.V.3.5
9. Create hyperlinks within document		IT.V.3.5
10. Prepare envelopes and labels		IT.V.3.5
11. Illustrate the use of enhancement features (e.g., borders, lines, shading, bold, bullets)		COMM.IV.3.8
12. Demonstrate use of automatic features (e.g., AutoCorrect, spell-check, thesaurus)		COMM.IV.2.6
D. Construct Business Documents using Spreadsheet Applications		
1. Demonstrate correct use of spreadsheet terminology	RI 11-12.4	COMM.I.B.1.4
2. Create, design, and edit spreadsheets		COMP.I.1.2
3. Create basic formulas with addition, subtraction, multiplication, and division		COMP.I.1.5
4. Format cell, column, and row contents (e.g., font, color, alignment, shading, decimal)		COMM.IV.3.8 IT.V.3.5
5. Format columns and rows		COMM.IV.3.8
6. Use basic functions/formulas (e.g., auto sum, average, IF)		COMP.III.1.2 IT.V.1.2
7. Create, format, and edit charts and graphs	F-IF.7	IT.V.3.5
8. Interpret and organize spreadsheet data (e.g., sort and filter)		COMP.I.1.6 COMP.I.1.8
9. Integrate spreadsheets in other applications		IT.V.3.5
10. Link spreadsheet data		IT.V.3.5
11. Use advanced functions/formulas (e.g., payment, future value, statistical)	F-IF.1	IT.V.3.5
12. Use lookup tables		IT.V.3.5
13. Demonstrate protecting and freezing features		IT.V.3.5
14. Use relative and absolute cell references		IT.V.3.5
15. Create and use named ranges in formulas		IT.V.3.5

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16. Analyze spreadsheet data using "what if" scenarios	F-IF.6	IT.V.3.5
17. Manipulate multiple worksheets in a workbook		IT.V.3.5
E. Construct Business Documents using Database Applications		
1. Demonstrate correct use of database terminology	RI 11-12.4	IT.IX.1.2
2. Create and manipulate a database		IT.IX.3.7
3. Process material using database features (e.g., sort, filter, and merge)		IT.IX.2.3
4. Generate, format, and print reports		IT.IX.4.4
5. Distinguish between different field types (e.g., text, numeric)		IT.IX.2.4
6. Integrate database information with other applications		IT.V.3.5
7. Create table relationships		IT.IX.3.1
8. Modify database using queries (e.g., combine, calculate, update, duplicate)		IT.IX.3.4
9. Design and use forms in database		IT.IX.3.2
10. Use import/export features (e.g., database, table)		IT.IX.4,5
F. Construct Business Documents using Presentation Applications		
1. Demonstrate correct use of presentation software terminology	RI 11-12.4	COMM.I.B.1.4
2. Create, format, and edit presentations		IT.V.1.2
3. Enhance presentations (e.g., sound, animation, graphics, transitions, and video)	N-Q.1, N-Q.2, N-Q.3	IT.V.3.5
4. Apply design and layout principles to presentations	N-Q.1, N-Q.2, N-Q.3	COMM.IV.3.8
5. Deliver an oral presentation		COMM.I.3.5
6. Utilize proper presentation etiquette (e.g., number of bullets, lines, words, and notes)		COMM.I.4.5
7. Integrate input from various software applications		IT.V.3.5

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G. Explore the Internet and Online Classroom Portals		
1. Demonstrate correct use of Internet terminology	RI 11-12.4	COMM.I.B.1.4
2. Demonstrate principal usages of online communication (e.g., upload, download, attaching files)		COMM.I.D.1.6 COMM.IV.3.2
3. Demonstrate principal usages of the Internet (e.g., search, locating URLs)		COMM.IV.4.1 IT.VIII.1.1.
4. Identify copyright principles (e.g., public domain, copy protection, licensing)	W 11-12.8	COMM.IV.3.9 BL.V.C.3.7
5. Employ proper online etiquette		COMM.IV.2.4 COMM.IV.2.7
6. Utilize browser tools (e.g., favorites, shortcuts, homepage, cookies, history)		COMM.IV.1.4
7. Utilize online productivity tools (e.g., cloud computing, Web 2.0, Google docs)		COMM.IV.4.1
8. Evaluate Internet resources		IT.VIII.1.2
H. Develop Workplace Readiness Skills		
1. Exhibit leadership skills through a student Organization (e.g., FBLA, PBL).		COMM.II.A.4.5
2. Demonstrate ethical behavior when creating business documents		COMM.I.D.2.3
3. Identify career/self employment opportunities		CD.I.B.4.2

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Learning Objectives/Skills and Competencies	National Standards/Show-Me Knowledge and Performance Standards	Instructional Strategies/Activities	Assessment Performance Based
Ignition Digital Literacy	Module 1: Choosing a Computer		
<ul style="list-style-type: none"> Identify and prioritize different software and hardware features (e.g. hard drive size, internet capabilities, desktop vs laptop vs tablet, etc.) based on specific purchase needs Understand advantages and disadvantages of key technology concepts such as open source software and cloud computing 	IT.IV.4.5, IT.IV.4.6, IT.II.4.2, IT.II.2.4, IT.V.1.1	<ul style="list-style-type: none"> Discussion of Module Online instruction Discussion of advantages and disadvantages of key technology concepts 	<ul style="list-style-type: none"> Pre-assessment questions at the beginning of each module. Post assessment questions at the end of each module. Student scores are counted toward certification
	Module 2: Wireless Communication		

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<ul style="list-style-type: none"> • Identify smart phone features, applications, capabilities • Discuss how cell phones transmit messages and the underlying causes of coverage issues and service interruptions • Recognize dangers and consequences of using phones while driving • Recognize 		<ul style="list-style-type: none"> • Discussion of Module • Online instruction • Role-play the most effective approach when faced with a friend who is texting while driving 	<ul style="list-style-type: none"> • Pre-assessment questions at the beginning of each module. • Post assessment questions at the end of each module. • Student scores are counted toward certification
	Module 3: The Viral World		

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<ul style="list-style-type: none"> • Understand the damaging effects of computer viruses and how to protect one's computer from them • Recognize the dangers and consequences of not protecting one's identity online; • Recall tips and strategies for preventing identity theft. • Recognize the dangers and consequences of sharing too much personal information on social networks; • Understand how to set up a secure online profile, including customizing privacy settings and creating strong passwords. • Develop awareness of digital addiction and identify signs and consequences of overusing technology. 	IT.III.3-4.6, IT.XIV.4.1	<ul style="list-style-type: none"> • Discussion of Module • Online instruction • Additional Activities 	<ul style="list-style-type: none"> • Practice creating a secure profile and password. • Name ways to keep one's technology use in check. • Pre-assessment questions at the beginning of each module. • Post assessment questions at the end of each module. • Student scores are counted toward certification
	Module 4: Internet Resources and Credibility		

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Learning Objectives/Skills and Competencies	National Standards/Show-Me Knowledge and Performance Standards	Instructional Strategies/Activities	Assessment Performance Based
<ul style="list-style-type: none"> • Identify the differences between primary and secondary research. • Verify a source's credibility when gathering information • Understand the consequences of plagiarism and how to cite research sources appropriately. • Understand how to use school technology responsibly. 		<ul style="list-style-type: none"> • Discussion of Module • Online instruction • Practice discerning credibility and sourcing web materials effectively 	<ul style="list-style-type: none"> • Pre-assessment questions at the beginning of each module. • Post assessment questions at the end of each module. • Student scores are counted toward certification.
	Module 5: Creating Multimedia Products		

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Learning Objectives/Skills and Competencies	National Standards/Show-Me Knowledge and Performance Standards	Instructional Strategies/Activities	Assessment Performance Based
<ul style="list-style-type: none"> • Identify different types of multimedia programs and how to effectively use them for academic purposes. • Recognize and compare different tools for creating and sharing media, webcams, blogs, etc.) • Recognize and avoid piracy, copyright infringement and intellectual property violation. 	IT.V.1.1, IT.IUII.1.2	<ul style="list-style-type: none"> • Discussion of Module • Online instruction • Additional Activities 	<ul style="list-style-type: none"> • Pre-assessment questions at the beginning of each module. • Practice setting up and designing a blog. • Post assessment questions at the end of each module. • Student scores are counted toward certification.
	Module 6: Digital Relationships and Respect		

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Learning Objectives/Skills and Competencies	National Standards/Show-Me Knowledge and Performance Standards	Instructional Strategies/Activities	Assessment Performance Based
<ul style="list-style-type: none"> • Identify the different forms of cyberbullying and understand its personal, emotional and legal repercussions. • Pinpoint strategies for preventing cyberbullying and helping those who have been cyberbullied. • Detect warning signs that a person is being victimized and take a stand. • Grasp how the choices one makes online can become viral and damaging to different aspects of one's life. 		<ul style="list-style-type: none"> • Discussion of Module • Online instruction • Role-play, Practice how to intervene and stop a friend from cyberbullying, as well as how to assist a friend who is being cyberbullied. 	<ul style="list-style-type: none"> • Pre-assessment questions at the beginning of each module. • Post assessment questions at the end of each module. • Student scores are counted toward certification.
	Module 7: The Future of Technology and You		
<ul style="list-style-type: none"> • Discuss technology's role in various professions, new careers created by technology • The importance of STEM careers. • Recognize how different life and academic paths may lead to certain opportunities. 		<ul style="list-style-type: none"> • Discussion of Module • Discussion on how technology and STEM have changed and will continue to change society, thus opening new career possibilities. • Online instruction 	<ul style="list-style-type: none"> • Pre-assessment questions at the beginning of each module. • Post assessment questions at the end of each module. • Student scores are counted toward certification.

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Learning Objectives/Skills and Competencies	National Standards/Show-Me Knowledge and Performance Standards	Instructional Strategies/Activities	Assessment Performance Based
Keyboarding			

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Learning Objectives/Skills and Competencies	National Standards/Show-Me Knowledge and Performance Standards	Instructional Strategies/Activities	Assessment Performance Based
<ul style="list-style-type: none"> • Demonstrate proper keying techniques • Operate alphabetic, numeric, and special character keys by the touch system • Increase in speed and accuracy using touch technique • Demonstrate proper keyboarding technique • Identify proper ergonomic principles • Develop proofreading and editing skills 	IT.IV.1.1, IT.III.3-4.5, IT.V.1.2, IT.III.1.2 CA3, 1.7	<ul style="list-style-type: none"> • Individualized instruction • Skill building drills • Classroom charts • Demonstrate correct keyboarding techniques via PowerPoint • Obtain information from the internet on ergonomic principles. • Direct students to typingweb.com login • Daily keyboarding practice exercises 	<ul style="list-style-type: none"> • Daily assessment of keyboarding techniques by observation: posture, positioning of hands/fingers, eyes position, keying, feet position, palm position, and use of the mouse. • Weekly timed writing assessment • Weekly typing test

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MICROSOFT OFFICE 2013			
	MICROSOFT WINDOWS		
<ul style="list-style-type: none"> Identify the parts of the Windows desktop, taskbar, and shortcut menus, including navigating task panes and supplemental windows Customize Microsoft Windows features Use help features in Microsoft Windows Create and delete files/folders in a file hierarchy Create, select, search, copy and move files 	IT.III.3-4.6, IT.XII.2.2, IT.XIV.4.1, IT.III.1.2	<ul style="list-style-type: none"> Supplemental Material Internet Resources Teacher handouts PowerPoint Visual learning through use of SmartBoard, Lanschool 	<ul style="list-style-type: none"> Chapter Test Unit test Problem solving activities Internet activities
	MICROSOFT WORD		

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Learning Objectives/Skills and Competencies	National Standards/Show-Me Knowledge and Performance Standards	Instructional Strategies/Activities	Assessment Performance Based
<ul style="list-style-type: none"> • Identify the parts of the Word screen, ribbon and dialog boxes • Format documents using vertical and horizontal alignment • Format and identify parts of a memorandum, and use a template to accurately complete a final product. • Identify parts of personal and business letters, arrange those parts in block format, and apply punctuation to indicate open or mixed styles to produce mailable copies. • Format multi-page reports with headers, reference citations and reference pages utilizing various styles including MLA guidelines. • Format and customize tables with vertical and horizontal alignments within the cell and on the page. • Compose letters, reports and essays demonstrating and recognizing formatting, proofreading and grammar skills in order to produce an accurate, original project 	RI11-1.4, W11-12.2, COMM.I.B.1.4, COMM.I.D.3.14, COMM.I.D.3.10, IT.V.1.2, COMM.IV.3.8, IT.V.3.5	<ul style="list-style-type: none"> • Lecture • Teacher handouts • Textbook/workbook • Guest speakers • Practice documents • PowerPoint • Visual learning through use of SmartBoard, Lanschool 	<ul style="list-style-type: none"> • Chapter Test • Unit Test • Problem Solving Activities (Critical Thinking Activities, Internet Research) • Research Project
	MICROSOFT POWERPOINT		

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Learning Objectives/Skills and Competencies	National Standards/Show-Me Knowledge and Performance Standards	Instructional Strategies/Activities	Assessment Performance Based
<ul style="list-style-type: none"> • Identify the parts of the PowerPoint screen, ribbon, task pane, and dialog boxes • Change the design template of existing slides and create and insert new slides into an existing presentation • Change the slide layout of an existing slide and navigate through the slides in a presentation • Produce an original slide presentation using PowerPoint with clip art • Demonstrate the ability to preview, run, and print a brief PowerPoint presentation • Organize existing presentations by adding, deleting and rearranging the order of the slides • Change the slide design and color scheme • Use spell check, thesaurus, and help function 	RI11-12.4, N1.1, N-Q.2, N-Q.3, COMM.I.B.1.4, IT.V.1.2, IT.V.3.5, COMM.IV.3.8, COMMI.3.5, COMM.I4.5	<ul style="list-style-type: none"> • Lecture • Teacher handouts • Practice documents • Textbook • PowerPoint • Visual learning through use of SmartBoard, Lanschool 	<ul style="list-style-type: none"> • Chapter Test • Unit Test • Problem Solving Activities (Critical Thinking Activities, Internet Research) • Research Project
	MICROSOFT EXCEL		

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Learning Objectives/Skills and Competencies	National Standards/Show-Me Knowledge and Performance Standards	Instructional Strategies/Activities	Assessment Performance Based
<ul style="list-style-type: none"> • Identify parts of an Excel spreadsheet and work with dialog boxes, ribbons and task panes • Demonstrate the ability to edit and format worksheets by inserting, deleting, editing, moving, and formatting cells • Demonstrate the ability to use formula functions by using AutoSum, Average, Max, and Min functions • Demonstrate the ability to construct simple and complex formulas • Demonstrate the ability to create and modify a chart to display specific data • Demonstrate the ability to integrate Word and Excel 	RI11-12.4, F.-IF.7, F-IF.1, COMM.I.B.1.4, COMP.I.1.2, COMP.I.1.2, COMPI.1.5, COMM.IV.3.8, COMP.III.1.2, IT.V.1.2, IT.V.3.5, COMP.I.1.6, COMPI.1.8	<ul style="list-style-type: none"> • Lecture • Teacher handouts • Practice documents • Textbook • PowerPoint • Visual learning through use of SmartBoard, Lanschool 	<ul style="list-style-type: none"> • Chapter Test • Unit Test • Problem Solving Activities (Critical Thinking Activities, Internet Research)

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	ACCESS		
<ul style="list-style-type: none"> • Demonstrate the ability to define and describe a relational database and its structure, start and exit Access, identify features in the Access window, and open, modify, and close a database in Access • Demonstrate the ability to create a new database table in Design View • Demonstrate the ability to create and format a report using the report wizard • Demonstrate the ability to modify a table in Access, adjust column widths and row heights, move columns in Datasheet View, change page orientation, modify database records, find, add, delete, and sort records, and apply the appropriate procedures to preview and print a database table. 	RI11-12.4, IT.IX.1.2, IT.IX.3.7, IT.IX.2.3, IT.IX.4.4, IT.IX.2.4, IT.V.3.5, IT.IX.3.4, IT.IX.3.1, IT.IX.3.2, IT.IX.4.5	<ul style="list-style-type: none"> • Lecture • Teacher handouts • Practice documents • Textbook • PowerPoint • Visual learning through use of SmartBoard, Lanschool 	<ul style="list-style-type: none"> • Chapter Test • Unit Test • Problem Solving Activities (Critical Thinking Activities, Internet Research) • Project

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WORKPLACE READINESS SKILLS/CAREER EXPLORATION	COMM.II.A.4.5, COMM.I.D.2.3, CD.I.B.4.2.		

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Pacing Guide for 1st Semester/2nd Semester

Days, Weeks, Months	Competencies/ Standards (CTE local, CTE National, Common Core)	Learning Objectives <i>(Students will)</i>	Unit Title <i>(# or title)</i>	Time Frame <i>(days or weeks)</i>	Essential Vocabulary	Assessment <i>(How will you assess learning)</i>
2 Weeks	NSBE.COMM.1. D-3	<ul style="list-style-type: none"> Determine short- and long-term personal effects of digital decisions, as well as the human, legal and social implications of digital usage and technology Understand basic and advanced technology terms, concepts, systems and operations and how they are applied Explore the possibilities of positive 	Ignition Digital & Responsibility		Computer, hardware, software, hard drive, hard drive size, internet, desktop, laptop, tablet, open source software, cloud computing, texting, sexting, computer virus, identity theft, social networks, online profile, privacy settings, digital addiction, primary research, secondary research, plagiarism, cite resources, digital publishing, multimedia	<ul style="list-style-type: none"> Pre-Assessment Post-Assessment Certification

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		<p>communication and collaboration, including the benefits of helping peers avoid negative online behavior</p> <ul style="list-style-type: none"> • Use technology tools appropriately, responsibly, and creatively generate new projects, conduct research and solve problems • Identify how to stay current on emerging technologies • Identify how to incorporate technology appropriately into life and career goals 			<p>programs, cyberbullying, viral, STEM</p>	
8 Weeks	IT.IV.1.1, IT.III.3-4.5, IT.V.1.2, IT.III.1.2	<ul style="list-style-type: none"> • Demonstrate proper keying techniques, operate 	Keyboarding			

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	CA3, 1.7	alphabetic, numeric, and special character keys by the touch system, increased speed and accuracy using the touch technique				
2 Weeks	NSBE.IT.III.1-4, NSBE.IT.IV.1-4, IT.III.3-4.6, IT.XII.2.2, IT.XIV.4.1, IT.III.1.2	<ul style="list-style-type: none"> Identify parts of Windows desktop, taskbar, and shortcut menus, including navigating task panes Customize the Windows display feature Use help features in Windows 	Microsoft Windows		Access, active cell, address bar, app bar, application software, cell, database, database management system, desktop, document window, email, Excel, file, file name, folders window, Full Screen mode, gallery, gesture, gridline, group, HOME tab, keyboard shortcut, KeyTips, landscape orientation, layouts, library,	<ul style="list-style-type: none"> Chapter Test Unit Test Problem Solving Activities (Critical Thinking Activities, Internet Research) Research Project

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					live preview, lock screen, maximize, minimized window, navigating, OneNote, operating system, Outlook, password, path, placeholder, PowerPoint, Print Layout view, Publisher, Recycle Bin, ribbon, screen resolution, ScreenTip, scroll arrows, scroll bar, shortcut, shortcut menu, slide, slide show, slider, status bar, tab, table, task pane, tile, title bar, user account, user icon, user name, window, Word, workbook, worksheet	
18 Weeks	NSBE.IT.V.1 NSBE.COMM.1-D.3 NSBE.ITV.1-2	<ul style="list-style-type: none"> Identify the parts of the Word screen, ribbon and 	Word		antivirus program, automatically updated properties, blue	<ul style="list-style-type: none"> Chapter Test Unit Test Problem Solving Activities (Critical

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		<ul style="list-style-type: none"> dialog boxes • Format documents using vertical and horizontal alignment • Format and identify parts of a memorandum • Identify parts of personal and business letters, arrange those parts in block format and apply punctuation • Format multi-page reports • Format and customize tables • Compose letters, reports and essays 			wavy underline, body copy, bold characters, bulleted list, Calibri, centered, character formatting, color scheme, document properties, download, drag-and-drop editing, Font, font size, Format, formatting mark, green computing, green wavy underline, hard copy, headline, Ignore All, insert mode, Italic, nonadjacent items, Normal style, paragraph formatting, Point, Print Layout view, red wavy underline, Reset button, resizing, scroll, selection rectangle, shade, signature line, sizing handles, Spelling and	Thinking Activities, Internet Research) <ul style="list-style-type: none"> • Research Project
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					Grammar Check icon, standard properties, style, theme, underlined text, Undo button, virus, wordwrap	
6 Weeks	NSBE.IT.V.1-2 NSBE.COMM.I-D.3	<ul style="list-style-type: none"> Identify parts of the PowerPoint screen, ribbon, task panes, and dialog boxes Change the design template of existing slides and create and insert new slides into an existing presentation Change the slide layout of an existing slide and navigate through the slides in a presentation Use the spell check, thesaurus, and help functions Demonstrate the ability to 	POWERPOINT		black slide, bulleted list, clip, color, deck, demoting, document properties, document theme, font, format, hard copy, italicized, landscape orientation, layout, layout gallery, level, multilevel bulleted list slide, Normal view, Notes pane, paragraph, placeholders, point, presentation, promoting, resizing, size, sizing handles, slide indicator, Slide pane, slide	<ul style="list-style-type: none"> Chapter Test Unit Test Problem Solving Activities (Critical Thinking Activities, Internet Research) Research Project

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		preview, run, and print a brief PowerPoint presentation <ul style="list-style-type: none"> Organize existing presentations by adding, deleting and rearranging the order of the slides Change the slide design and color scheme Produce an original slide presentation using PowerPoint and clip art 			show, Slide Show view, slide transition, standard properties, style, thumbnails, title slide, Undo button, variants, view	
6 Weeks	NSBE.IT.V.1-2 NSBE.COMPL.1-2, RI11-12.4, F.-IF.7, F-IF.1, COMM.I.B.1.4, COMP.I.1.2, COMP.I.1.2, COMPL.1.5, COMM.IV.3.8, COMP.III.1.2, IT.V.1.2,	<ul style="list-style-type: none"> Identify parts of an Excel spreadsheet and work with dialog boxes, ribbons and task panes Demonstrate the ability to use formula functions by using AutoSum, 	EXCEL		Active cell, Auto Fill Options, AutoCorrect, feature, automatically, updated properties, bold, Cancel box, chart, destination area, document properties, fill handle, font, font	<ul style="list-style-type: none"> Chapter Test Unit Test Problem Solving Activities (Critical Thinking Activities, Internet Research) Research Project

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	IT.V.3.5, COMP.I.1.6, COMPI.1.8	<p>Average, Max, and Min functions</p> <ul style="list-style-type: none"> • Demonstrate the ability to construct simple and complex formulas • Demonstrate the ability to create and modify a chart to display specific data • Demonstrate the ability to integrate Word and Excel 			color, font size font style, format, hard copy, home, Insert mode, insertion point, line chart, merging cells, number, overtyping mode, page down, page up, pie chart, point, range, relative reference, requirements, document, select, source area, splitting, standard properties, SUM function, surface chart, text, worksheet	
6 weeks	NSBE.IT.IX.1-2, RI11-12.4, IT.IX.1.2, IT.IX.3.7, IT.IX.2.3, IT.IX.4.4, IT.IX.2.4, IT.V.3.5, IT.IX.3.4, IT.IX.3.1, IT.IX.3.2,	<ul style="list-style-type: none"> • Demonstrate the ability to define and describe a relational database and its structure • Start and exit Access • Identify features in the Access window, open, 	ACCESS		Access work area, AutoCorrect, backup copy, Byte, caption, Click to Add, column headings, criterion, Currency, data type, database, database design process, database	<ul style="list-style-type: none"> • Chapter Test • Unit Test • Problem Solving Activities (Critical Thinking Activities, Internet Research) • Research Project

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	IT.IX.4.5	<p>modify, and close a database in Access</p> <ul style="list-style-type: none"> • Demonstrate the ability to create a new database table in Design View • Demonstrate the ability to modify a table in Access, adjust column widths and row heights, move columns in Database View, change page orientation, modify database records, find, add, delete, and sort records, and apply the appropriate procedures to preview and print a database table • Demonstrate the ability to create and format a 			<p>management system, database properties, datasheet, Datasheet view, description, Design view, Detail, field size, fields, form, Form view, hard copy, import, Integer, keywords, landscape orientation, layout, list, Navigation buttons, Navigation Pane, Number, object tabs, portrait orientation, primary key, Print Preview, queries, records, redundancy, relational database, reserved words, row selector, Short Text, status bar, Summary, systems analysis, unique identifier</p>	
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		report using the report wizard				
6 Weeks	COMM.II.A.4.5, COMM.ID.2.3, CD.I.B.4.2.	<ul style="list-style-type: none"> • Exhibit skills through a student organization (e.g. FBLA, PBL) • Demonstrate ethical behavior when creating business documents • Identify career/self-employment opportunities 	WORKPLACE READINESS SKILLS/ CAREER EXPLORATION			