

**DESE Model Curriculum: Computer Applications** (CIP Code: 11.0103)

GRADE LEVEL/UNIT TITLE: 11-12/Execute Basic Computer Operations

| <b>COURSE INTRODUCTION</b>  |  |            |
|---|--|------------|
| <p>This course is designed to help students master beginning and advanced skills in the areas of word processing, database management, spreadsheet applications, desktop publishing, multimedia, Internet usage, and integrated software applications.</p> <p>Course 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 or postsecondary education.</p> |  |            |
| <b>UNIT DESCRIPTION</b>   | <b>SUGGESTED UNIT TIMELINE</b>                   |            |
| Students will identify the computer as a tool for everyday life as well as in a career capacity.  | Week Intro; Ongoing through course               |            |
|   | <b>CLASS PERIOD (min.)</b>                       |            |
|   | 50 min periods                                   |            |
| <b>ESSENTIAL QUESTIONS</b>  |  |            |
| <ol style="list-style-type: none"> <li>How can the computer be used as a tool?</li> <li>How would your culture be different without computers?</li> <li>How is virtual organization (class folders, unit folders, assignments) similar to physical organization (file cabinet, locker, etc)?</li> <li>Why is it important to practice safe Internet surfing?</li> <li>How do you go about choosing an application for a specified task?</li> </ol>  |  |            |
| <b>ESSENTIAL MEASURABLE LEARNING OBJECTIVES</b>   | <b>NBEA STANDARD</b>                             | <b>DOK</b> |
| 1. Use system tools (e.g., defragment, disk clean up)   | IT.III.3-4.5                                     | 2          |
| 2. Use program interface (e.g., menu items, ribbons, toolbars, dialog boxes)  | IT.V.1.2   | 1          |
| 3. Manage and transfer files  | IT.III.1.2                                       | 2, 3       |
| 4. Identify resources to obtain assistance (e.g., Help menu, software manual, Web site)   | IT.III.3-4.6                                     | 1, 2, 3    |
| 5. Demonstrate proper network user procedures and protocol (e.g., logging on, saving to network)  | IT.XII.2.2                                       | 1, 2       |
| 6. Identify security issues related to computer hardware, software, and data  | IT.XIV.4.1                                       | 1          |
| 7. Identify file formats and extensions   | IT.III.1.2                                       | 1          |
| 8. Perform basic troubleshooting and maintenance  | IT.III.3-4.5                                     | 3, 4       |
| 9. Demonstrate input of data from various sources (e.g., Web, scanner, digital camera)  | IT.IC.2-4.2                                      | 2          |
| 10. Identify hardware and software specifications to purchase a computer (e.g., RAM, processor, hard drive, software, and price)  | IT.IV.4.5<br>IT.IV.4.6<br>IT.II.4.2<br>IT.II.2.4 | 4          |
| 11. Save files to various storage devices (e.g., CDs, USB, hard drive, DVD)   | COMM.IV.3.3                                      | 2          |
| 12. Determine appropriate software applications for tasks   | IT.V.1.1   | 4          |

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| <b>ASSESSMENT DESCRIPTIONS</b>  |   |
|---|---|
| 1. Formative: Students fill out a guided notes page for the Computer Applications Terms and Internet Basics PowerPoint presentations. Students demonstrate their ability, create folders and manage class files within them. Students demonstrate their ability to access the Internet via a web browser. Quiz over locations of specific application tools, ribbons, file formats, extensions, and a performance piece of identifying common computer errors and solving them. |   |
| 2. Summative: Computer Applications Term Quiz (attached)  |   |
| <b>OBJ. #</b>   | <b>INSTRUCTIONAL STRATEGIES</b>                           |
| 1-12  | 1. PowerPoint Presentation and Guided Notes Handout       |
| 1-12  | 2. File Management Exercises                              |
| <b>OBJ. #</b>   | <b>INSTRUCTIONAL ACTIVITIES</b>                           |
| 1-12  | 1. Students take notes on teacher PowerPoint presentation |
| 1-12  | 2. Word Screen Handout & Word Scavenger Hunt Activity     |
| <b>UNIT RESOURCES</b>   |   |
| n/a   |   |