

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

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

COURSE INTRODUCTION		
<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>		
UNIT DESCRIPTION	SUGGESTED UNIT TIMELINE	
Students will identify the computer as a tool for everyday life as well as in a career capacity.	Week Intro; Ongoing through course	
	CLASS PERIOD (min.)	
	50 min periods	
ESSENTIAL QUESTIONS		
<ol style="list-style-type: none"> How can the computer be used as a tool? How would your culture be different without computers? How is virtual organization (class folders, unit folders, assignments) similar to physical organization (file cabinet, locker, etc)? Why is it important to practice safe Internet surfing? How do you go about choosing an application for a specified task? 		
ESSENTIAL MEASURABLE LEARNING OBJECTIVES	NBEA STANDARD	DOK
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 IT.IV.4.6 IT.II.4.2 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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OBJ. #	INSTRUCTIONAL STRATEGIES
1-12	1. PowerPoint Presentation and Guided Notes Handout
1-12	2. File Management Exercises
OBJ. #	INSTRUCTIONAL ACTIVITIES
1-12	1. Students take notes on teacher PowerPoint presentation
1-12	2. Word Screen Handout & Word Scavenger Hunt Activity