

Guthrie High School

Business Department

Computer Applications I / Course Number: 2210

(One Semester)

Grade Level: 9, 10, 11, 12

Prerequisite: Keyboarding

Course Description: This course will be the first in a series to introduce students to Windows and integrated Office applications. Students will cover word processing, file management, network security, telecommunication techniques, and netiquette (computer etiquette.)

Week	Content – PASS Standard(s) Instructional Technology Advanced Level prior to completion of Grade 12	PASS Skill(s)	Assessments	Resources & Inventions
Week 1	Standard 1: The student will demonstrate knowledge of basic operations and concepts.			SW Educational Publishing Proofreading at the Computer Proofreading, Electronic Spell Checker, Grammar Check
Week 2 (2 weeks)	Standard 1: The student will demonstrate knowledge of basic operations and concepts.			Shelly Cashman Office XP Fundamentals of Using Microsoft Windows Using Windows Explorer
Week 4 (5 weeks)	Standard 1: The student will demonstrate knowledge of basic operations and concepts. Standard 2: The student will demonstrate knowledge of social, ethical, and human issues, discuss basic issues related to responsible use of technology and information and describe personal consequences of inappropriate use. Standard 4: The student will demonstrate knowledge of technology communications tools.	2.1, 2.2, 2.3, 2.4, 4.1, 4.2, 4.3, 4.4 5.1, 5.2, 5.3, 5.4, 5.5		Glencoe McGraw-Hill Office XP Core Lesson 1: Creating a Document Lesson 2: Selecting & Editing Text Lesson 3: Formatting Characters Lesson 4: Formatting Paragraphs Lesson 5: Tabs & Tabbed Columns

	Standard 5: The student will demonstrate knowledge of technology research tools.			
Week 9	Standard 3: The student will demonstrate knowledge of technology productivity tool. Standard 4: The student will demonstrate knowledge of technology communications tools. Standard 5: The student will demonstrate knowledge of technology research tools.	3.1, 3.2 4.1, 4.2, 4.3, 4.4 5.1, 5.2, 5.3, 5.4, 5.5		Lesson 6: Writing and Editing Tools
Week 10 (6 weeks)	Standard 3: The student will demonstrate knowledge of technology productivity tool. Standard 4: The student will demonstrate knowledge of technology communications tools. Standard 5: The student will demonstrate knowledge of technology research tools. Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.	3.1, 3.2 4.1, 4.2, 4.3, 4.4 5.1, 5.2, 5.3, 5.4, 5.5 6.1, 6.2, 6.3		Lesson 7: Margins, Templates, and Printing Options Lesson 8: Page & Section Breaks, Headers, and Footers Lesson 9: Tables Lesson 10: Columns Lesson 11 Graphics & Charts

Week 15	<p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p>	<p>3.1, 3.2</p> <p>4.1, 4.2, 4.3, 4.4</p> <p>5.1, 5.2, 5.3, 5.4, 5.5</p>		Creating a Research Paper
Week 16 (3 weeks)	<p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	<p>3.1, 3.2</p> <p>4.1, 4.2, 4.3, 4.4</p> <p>5.1, 5.2, 5.3, 5.4, 5.5</p> <p>6.1, 6.2, 6.3</p>		Creating a Resume Using a Wizard and a Cover Letter with a Table