Computer Applications

District Student Learner Goals:
1. 
2. 
3. [District Specific] 
4. 
5. 
6.

Standard(s) & Benchmarks & Performance Indicators (Competencies) for course:

Standard II: Understand the principals of communications

Benchmarks and Performance Indicators (Iowa Competencies)
  A. Communicate in a clear, courteous, concise, and correct manner on personal and professional levels
     6. Interpret business correspondence, professional articles, and supporting graphic materials
  C. Use technology to enhance the effectiveness of communications
     2. Demonstrate basic keyboarding and computer functions
     3. Keyboard letters, forms, memoranda, numerical data, and other materials from rough draft, dictating machine, or from oral or written instructions
     4. Use basic software applications (e.g., word processing, spreadsheets, etc.)
     5. Produce, store, and retrieve documents using a word processing system (i.e., letters, mailing lists, and reports)
     6. Design a basic spreadsheet
     7. Demonstrate an understanding of disk management
     9. Differentiate among databases, spreadsheets, and word processing functions
     11. Maintain a records management system (i.e., alphabetic, numeric, geographic, and subject)
     12. Gather, interpret, and evaluate information

Standard III: Understand essential computation skills

Benchmarks and Performance Indicators (Iowa Competencies)
A. Apply basic mathematical operations to solve problems
   1. Determine the correct mathematical process to use for various problem situations and use formulas when appropriate

Standard VIII: Understand and apply information management skills

Benchmarks and Performance Indicators (Iowa Competencies)
D. Enter, sort, and retrieve data from databases; evaluate media and file structures; and plan, develop and modify file specifications and database schema
G. Select and use word processing, desktop publishing, database, spreadsheet, presentation graphics, multimedia, and imaging software and industry and subject specific software

1. Apply basic computer skills
2. Differentiate among database, spreadsheet, and word processing functions
3. Keyboard letters, forms, memoranda, numerical data, and other materials from rough draft or from oral or written instruction
4. Use touch keyboarding techniques and word processing software to create, modify, store, retrieve, and print documents
5. Proofread and edit documents for accuracy and content, and for correct grammar, spelling, and punctuation
6. Use database software to store, query, retrieve, and sort data
7. Maintain a records management system (i.e., alphabetic, numeric, geographic, and subject)
8. Use spreadsheet software to design, create, manipulate, store, retrieve, update, search, sort, print, chart, and delete data
9. Interpret and apply numerical information (e.g., tables, graphs, and charts)

**Incorporation Areas (Standards and Benchmarks for these areas can be used):**
1. Career Education
2. Multicultural and Gender Fair Education
3. Technology
4. Global Education
5. Higher-Order of Thinking Skills
6. Learning Skills
7. Communication Skills

**Assessments:**
1. Selected response tests
2. Short answer
3. Essay
4. Report (rubric supported)
5. Journal, log
6. Exhibit (rubric supported)
7. Portfolio
8. Lab demo (rubric supported)
9. Presentation (rubric supported)
10. Project (rubric supported)
11. Scored discussion
12. Interview (rubric supported)
13. Teacher observation
14. Anecdotal record

**Teacher Strategies:** [Teacher Designated]
## Computer Applications – Unit 1

**Title of Unit:** Word Processing

**Student Learning Goal(s)** (District Specific)

### Standard(s) and Benchmark(s) and Performance Indicators (Competencies) Addressed:
- **Standard II** Benchmark A #6
- **Benchmark C** #2, 3, 4, 5, 7, 9, 12
- **Standard VIII** Benchmark G #1, 2, 3, 4, 5

**Incorporations included:** #3, 6, 7

### Assessment:
- Selected Response Tests
- Short Answer
- Portfolio
- Lab Demo (Rubric Supported)
- Project (Rubric Supported)
- Teacher Observation

### Teaching Strategies:
- Demonstration
- Self-Evaluation
- Checklist
- Observation

### Resource Materials:
- Computer Software
- Textbook
- Computer
- Overhead Projection/View Screen/Demo
Computer Applications – Unit 2

Title of Unit: Spreadsheets

Student Learning Goal(s) (District Specific)

Standard(s) and Benchmark(s) and Performance Indicators (Competencies) Addressed:

- Standard II, Benchmark A #6
  Benchmark C #2, 3, 4, 6, 7, 9, 11, 12
- Standard III, Benchmark A #1
- Standard VIII, Benchmark G #1, 2, 3, 5, 7, 8, 9

Incorporations included: #3, 5, 6, 7

Assessment:

- Selected Response Tests
- Short Answer
- Portfolio
- Lab Demo (Rubric Supported)
- Project (Rubric Supported)
- Teacher Observation

Teaching Strategies:

- Flow Charts (Sketches)
- Demonstration
- Self-Evaluation
- Checklist
- Observation

Resource Materials:

- Computer Software
- Textbook
- Computer
- Overhead Projection/View Screen/Demo
Computer Applications – Unit 3

Title of Unit: Database

Student Learning Goal(s) (District Specific)

Standard(s) and Benchmark(s) and Performance Indicators (Competencies) Addressed:

<table>
<thead>
<tr>
<th>Standard</th>
<th>Benchmark</th>
<th>Indicators</th>
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<tbody>
<tr>
<td>II</td>
<td>A #6</td>
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<tr>
<td>VIII</td>
<td>G #1, 2, 3, 5, 6, 7, 9</td>
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Incorporations included: #3, 5, 6, 7

Assessment:
Selected Response Tests
Short Answer
Portfolio
Lab Demo (Rubric Supported)
Project (Rubric Supported)
Teacher Observation

Teaching Strategies:
Flow Charts (Sketches)
Demonstration
Self-Evaluation
Checklist
Observation

Resource Materials:
Computer Software
Textbook
Computer
Overhead Projection/View Screen/Demo
# Computer Applications – Unit 4

**Title of Unit:** Presentation

**Student Learning Goal(s)** (District Specific)

**Standard(s) and Benchmark(s) and Performance Indicators (Competencies) Addressed:**
- Standard II, Benchmark A #6
- Benchmark C #2, 3, 4, 7, 12
- Standard VIII Benchmark G #1, 2, 3, 5

**Incorporations included:** #3, 5, 6, 7

**Assessment:**
- Selected Response Tests
- Short Answer
- Portfolio
- Lab Demo (Rubric Supported)
- Presentation (Rubric Supported)
- Project (Rubric Supported)
- Teacher Observation

**Teaching Strategies:**
- Story Board
- Demonstration
- Self-Evaluation
- Checklist
- Observation

**Resource Materials:**
- Computer Software
- Textbook
- Computer
- Overhead Projection/View Screen/Demo