

BRAINERD HIGH SCHOOL

Curriculum Map

Name: Spencer-Jones Course: Computer Application
 Date: August 16, 2007
 Pre-Assessment: Using daily lesson plans and tracking competencies
 Mid-Term Assessment: Mini Projects
 Final Assessment: Final Exam

<u>Month</u>	<u>Content</u>	<u>Essential Question(s)</u>	<u>Standards (SPI's)</u>	<u>Literacy Focus</u>	<u>Assessment</u>
Aug	Application Word The components of a computer Input Devices Output Devices Storage Devices Keyboarding Techniques Keyboarding Speed Common Screen Elements Micro Type Pro/Keyboarding Software Application Word 2003	What percentage of the class can identify and use various Word features? Which software program allows you to create reports, resumes, tables, web pages and many more professional documents? What is the standard typing speed for an efficient typists?	1.0 The student will evaluate the impact and applications of computers in society. 1.0 (2) Examines and reports on current trends through the use of video, Internet, Magazines, newspapers, etc. 2.0 (3) Applies correct body and hand position for keyboarding. (Computer Application Standards)	Students will compare and contrasts the benefits and imitations of computer technology in business, education, recreation, and entertainment. Students will learn about Business Technology and about Microsoft Office 2003. Students will learn how to start and exit Microsoft Office Programs. Students will learn the soft touch to Keyboarding Students will learn the parts of Microsoft Word Window and the Elements.	<input checked="" type="checkbox"/> Project/Presentation <input checked="" type="checkbox"/> Teacher Observation <input type="checkbox"/> Show and Tell <input checked="" type="checkbox"/> Self-Assessment <input checked="" type="checkbox"/> Test/Quiz <input checked="" type="checkbox"/> Other <u>Drill</u>
Sept	Getting Started with Word 2003 Word Window Correct Errors Formatting Reports Formatting Unbound and Bound reports Format a Business Letter *Modified *Block *Semi Modified Format a Personal	What is the proper margin setting for Reports? Unbound/Bound What is the proper margin setting for a business letter? How are the different types of	9.0 The student will examine the new and emerging technologies. 9(32) Researches emerging trends in the field of computer technology, related applications, and potential employment opportunities. 3.0 The student will apply the touch system to develop speed and	Students will apply keying and formatting skills in creating reports. Students will apply keying and formatting skills in creating Personal Business Letters. Students will apply keying and formatting skills in creating Business Letters. Students will learn how to use the envelopes feature in Microsoft Word 2003.	<input checked="" type="checkbox"/> Project/Presentation <input checked="" type="checkbox"/> Teacher Observation <input type="checkbox"/> Show and Tell <input checked="" type="checkbox"/> Self-Assessment <input checked="" type="checkbox"/> Test/Quiz Other <u>Drill</u>

	<p>Business Letter Format Envelopes Format Labels Use Proofreaders Marks Use elements such as: Save, Print, and Print Preview.</p>	<p>business letters keyed?</p> <p>How is the envelope feature used?</p>	<p>reduce errors. 4.0 The student will apply keying and formatting skills in creating reports and tables in various formats and lengths.</p>	<p>Students will learn how to use the label feature in Microsoft Word 2003.</p>	
Oct	<p>Getting started with Word 2003 Continues: Word: Using the table insert feature Format a table Tables and Borders Toolbar Merge and Split Cells in Tables Create Documents with Merge</p> <p>Getting started with PowerPoint: Starting PowerPoint Identify the PowerPoint Elements</p> <p>Designing Presentations Designing Templates PowerPoint Projects</p>	<p>When is the table feature used and why?</p> <p>How do you use the table feature?</p> <p>When do you use the split cell feature?</p> <p>Which software program allows you to create electronic presentations?</p> <p>When is the template used?</p> <p>How do you use the template?</p>	<p>2.0 (11) Demonstrates legal responsibilities using the Internet for interactive multimedia projects.</p> <p>5.0 The student will relate and apply artistic knowledge, skills, and techniques to the production of various projects.</p> <p>4.0 The student will apply keying and formatting skills in creating reports and tables in various formats and lengths.</p>	<p>Students will learn how to use more elements of Word such as: Shrink to Fit Align text Horizontally Align text Vertically Use AutoCorrect Students will learn how to insert tables within documents. Correct Spelling as they type Correct Grammar as they type Students will learn how to insert tables Merge Multiple Documents into the database Students will learn the terms of PowerPoint Students will learn the elements of the PowerPoint screen Students will learn how to use the Placeholders Add summary information to a slide Add a header to a slide Add a footer to a slide Change a slide layout Save a presentation</p>	<p><input checked="" type="checkbox"/>Project/Presentation <input checked="" type="checkbox"/>Teacher Observation <input type="checkbox"/>Show and Tell <input checked="" type="checkbox"/>Self-Assessment <input checked="" type="checkbox"/>Test/Quiz <input checked="" type="checkbox"/>Other <u>Drill</u></p>
Nov	<p>Emphasis on keying a minimum of 45 NWAM on a 5-minute timed writing.</p> <p>Learning Access: What is Access Identify Databases terms Move through a Form</p>	<p>Which software program allows you to create electronic databases?</p> <p>How is an electronic database maintained?</p>	<p>3.0 Demonstrates legal responsibilities using the Internet for interactive multimedia projects.</p> <p>3.11 Recognizes the legal implications of violating federal and state laws in multimedia/digital publishing.</p> <p>4.20 Prints or publishes</p>	<p>Students will learn how to Import Data Export Data Students will learn how to create a lookup for a field Students will learn how to work with form design view Students will learn how to auto format a form.</p>	<p><input checked="" type="checkbox"/>Project/Presentation <input checked="" type="checkbox"/>Teacher Observation <input type="checkbox"/>Show and Tell <input checked="" type="checkbox"/>Self-Assessment <input checked="" type="checkbox"/>Test/Quiz <input checked="" type="checkbox"/>Other <u>Drill</u></p>

	Sort Records Enter Records Print Datasheets and Forms Plan a Database		hard copy that meets Publication and design standards.		
Dec	<p>Preparing for a final exam:</p> <p>Recapping:</p> <p>The components of a computer Input Devices Output Devices Storage Devices Keyboarding Techniques Keyboarding Speed</p> <p>PowerPoint: Starting PowerPoint Identify the PowerPoint Elements Add slides to presentation Design Templates Design Background PowerPoint Projects</p> <p>Word 2003 Word Window Correct Errors Formatting Reports Formatting Unbound and Bound reports Format a Business Letter *Modified *Block *Semi Modified Format a Personal Business Letter Format Envelopes Format Labels Use Proofreaders Marks Use elements such as:</p>	How are the software programs used in our everyday activities?	Students will recheck documents and place all documents in an electronic portfolio.	<p>Students must be able to perform with 95 % accuracy on weekly tests. Tests will illustrate what students have master from this course.</p> <p>Students must master on the pretest and post with 85% accuracy on selective chosen test applications.</p>	<input checked="" type="checkbox"/> Project/Presentation <input checked="" type="checkbox"/> Teacher Observation <input type="checkbox"/> Show and Tell <input checked="" type="checkbox"/> Self-Assessment <input checked="" type="checkbox"/> Test/Quiz <input checked="" type="checkbox"/> Other <u>Drill</u>

Save, Print, Print View,
Cut and Paste, Drag and
Drop Editing, Use Split
Screen View etc.

Access2003

What is Access
Identify Databases
terms
Move through a Form
Sort Records
Enter Records
Print Datasheets and
Forms
Plan a Database

	<p>Save, Print, Print View, Cut and Paste, Drag and Drop Editing, Use Split Screen View etc.</p> <p>Access2003 What is Access Identify Databases terms Move through a Form Sort Records Enter Records Print Datasheets and Forms Plan a Database</p>				
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