

COMPUTER APPLICATIONS CURRICULUM (updated March 2019)

NOTE: This course supports all of the [USD232 Technology Standards](#).

Standard & Description		1. Digital Communication Skills and Etiquette	6	7	8	v
1. DIGITAL COMMUNICATION SKILLS & ETIQUETTE	Students will demonstrate an understanding of professional digital communication, personal and professional, including various business practices and etiquette.	1.1 – Through a learning management system (such as Canvas), identify applications for digital management.	I	R	R	
		1.2 – Access Outlook system and manage electronic messages, including calendar.	I	R	R	
		1.3 – Create and send email messages in accordance with established business standards (grammar, word usage, spelling, sentence structure, clarity, when to use Cc and Bcc, etc.).	I	R	R	
		1.4 – Demonstrate knowledge of email etiquette.	I	R	R	
		1.5 – Attach files to send with messages and access and save received attachments.	I	R	R	
		1.6 – Understand the purpose of a zipped file.			I	
		1.7 – Create and maintain folders within email system.			I	
		1.8 – Practice, use and understand Digital Citizenship and confidentiality. (See Standard 1 of USD232 Student Technology Standards).	R	R	R	
		1.9 – Practice keyboarding skills 1. Use proper posture and ergonomics 2. Locate and use letter and numbers keys with left and right hand placement 3. Locate and use correct finger, hand for space bar, return/enter and shift key 4. Gain proficiency and speed in touch typing	R	R	R	
		1.10 – Learn and use Office short cut keys/operations.	R	R	R	
I = Introduce R = Reinforce M = Mastery (ability to teach others) O = Optional for grade level						

Standard & Description		2. Research and Internet	6	7	8	v
2. RESEARCH & INTERNET	Students will demonstrate an understanding of basic research skills.	2.1 – Understand website navigation (e.g., Forward, Back, Refresh, Go To, Bookmarks, not Googling the URL, etc.) and utilize online tools.	I	R	R	
		2.2 – Locate information using appropriate search procedures and approaches through a variety of search engines and Boolean logic.	I	I	I	
		2.3 – Understanding the difference between a Search Engine and a Website, and the purpose of each.	I	I	I	
		2.4 – Access, evaluate accuracy, compile and organize Internet resource information for a variety of purposes. (e.g., library catalogs, business, technical, commercial, government, educational).	I	I	I	
		2.5 – Understand the purpose and process of citing sources.	I	I	I	
I = Introduce R = Reinforce M = Mastery (ability to teach others) O = Optional for grade level						

Standard & Description		3. Creating & Managing Files/Projects	6	7	8	v
3. <u>CREATING & MANAGING FILES/PROJECTS</u>	Students will demonstrate an understanding of file maintenance and formatting using various applications and programs.	3.1 – Create, open, edit, save, share, and publish documents and templates (e.g., letters, memos, reports, and presentations).	I	R	R	
		3.2 – Understand the purpose and process of uploading/importing, and downloading/exporting.	I	R	M	
		3.3 – Employ utility tools (e.g., spell check, grammar check, etc.) in various applications. Locate/replace data using search and replace functions.	I	R	R	
		3.4 – Format text using basic and advanced formatting functions, and set up document using layout features (columns, margins, spacing, etc.).	I	R	R	
		3.5 – Enhance publications using different fonts, styles, attributes, justification, etc.	I	R	R	
		3.6 – Know how to save files in different types (e.g., .doc, .pdf, .jpeg, etc.)	I	I	I	
		3.7 – Be able to insert objects (e.g., graph, shapes, table, picture, etc.) in a document or slide.	I	R	R	
I = Introduce R = Reinforce M = Mastery (ability to teach others) O = Optional for grade level						

Standard & Description		4. Spreadsheets	6	7	8	v
4. SPREADSHEETS	Students will create and format basic spreadsheets, plus, understand their various uses.	4.1 – Create, open, edit, and save spreadsheets or multiple sheets.	I	I	R	
		4.2 – Understand and use spreadsheet terminology (e.g., cell, sheet, tab, etc.).	I	I	R	
		4.3 – Utilize cursers and tools (e.g., auto fill, sort and filter, hide, etc.).	I	I	I	
		4.4 – Create charts and graphs from spreadsheets.	O	I	I	
		4.5 – Perform calculations using simple formulas and functions.	O	I	I	
		4.6 – Locate/replace data using simple formulas and functions.	O	I	I	
		4.7 – Process data using database functions (e.g., structure, format, attributes, relationships, keys, etc.).	O	O	O	
		4.8 – Perform single- and multiple-table queries/filters (e.g., create, run, save, etc.).	O	O	O	
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