

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT



EXPLORATORY COMPUTER APPLICATIONS

Board Approval Date: June 20, 2019	Course Length: 1 Trimester
Grading: A-F	Credits: N/A
Proposed Grade Level(s): 6, 7, 8	Subject Area: Elective Elective Area (if applicable): Career Technical Education
Prerequisite(s): N/A	Corequisite(s): N/A
CTE Sector/Pathway: Business and Finance / Business Management	
Intent to Pursue 'A-G' College Prep Status: No	
A-G Course Identifier:	
Graduation Requirement: No	
Course Intent: Program (if applicable): CTE	

COURSE DESCRIPTION:

This course is designed to develop keyboarding skills for speed and accuracy, learn Microsoft Office Suites (Word, Excel, PowerPoint and Publisher), Google Documents, Internet safety, social media, email and online research tips and techniques.

DETAILED UNITS OF INSTRUCTION:

Unit Number/Title	Unit Essential Questions	Examples of Formative Assessments	Examples of Summative Assessment
1. Introduction to Technology	What is the proper hand placement on a keyboard? How do students access the record timed tests? What are keyboarding shortcuts?	*Diagrams, recording of daily timed tests.	*Three minute timed test and quizzes on keyboard layout.
2. Microsoft WORD	What are the benefits of using WORD? How do you format a document? How do you format in MLA? How is a business letter formatted? What are the icons on the toolbars and how are they used?	*Diagrams, formatting exercises, MLA formatting.	*Creating documents in WORD.
3. Microsoft Excel	What are the applications for spreadsheets? How do you format a spreadsheet? How do you write formulas for spreadsheets? How do you print a spreadsheet properly?	*Diagram of spreadsheets, sample formulas.	*Creation of spreadsheets for several applications.
4. Microsoft PowerPoint	What are the benefits of using PowerPoint for presentations? How do you format slides in PowerPoint? What are the features in designing a slide? How do you insert text, graphics, sound, videos and animations in a slide? How do you link objects and hyperlinks?	*Diagramming features and formatting options.	*Creation and oral presentation of a PowerPoint.
5. Microsoft	Why would you use	*Diagrams, lists of documents	Creation of a flyer,

Publisher	Publisher? What are the types of documents that can be created in Publisher? How do you format and design a document?	and applications.	brochure in Publisher.
6. Google Documents	What are the benefits of Google Documents? How are Google Documents and Microsoft Office Suites alike and different in their function and purpose? Which Google Documents compare to Microsoft Office Suites?	*Venn diagrams and games.	*Create documents in Google and Microsoft Office and compare the features and benefits.
7. Internet Safety	Why is it important to be safe while using the Internet? What are the benefits and potential hazards of Social Media? What are the best methods and search strategies to use for online research? How do you compose emails and manage an account?	*Formatting guidelines and research techniques.	*Poster, flyer or brochure detailing the importance of Internet Safety.

ESSENTIAL STANDARDS:

A7.0 Utilize information and technology tools to conduct business effectively and efficiently.

A7.1 Describe appropriate computer hardware used in business.

A7.2 Apply appropriate software used in business.

<https://www.cde.ca.gov/ci/ct/sf/documents/bizfinance.pdf>

RELEVANT STANDARDS AND FRAMEWORKS, CONTENT/PROGRAM SPECIFIC STANDARDS:

Link to Common Core Standards (if applicable):

Educational standards describe what students should know and be able to do in each subject in each grade. In California, the State Board of Education decides on the standards for all students, from kindergarten through high school.

<https://www.cde.ca.gov/be/st/ss/documents/ccsmathstandarदाug2013.pdf>

Link to Framework (if applicable):

Curriculum frameworks provide guidance for implementing the content standards adopted by the State Board of Education (SBE). Frameworks are developed by the Instructional Quality Commission, formerly known as the Curriculum Development and Supplemental Materials Commission, which also reviews and recommends textbooks and other instructional materials to be adopted by the SBE.

Link to Subject Area Content Standards (if applicable):

Content standards were designed to encourage the highest achievement of every student, by defining the knowledge, concepts, and skills that students should acquire at each grade level.

<https://www.cde.ca.gov/ci/ct/sf/documents/bizfinance.pdf>

Link to Program Content Area Standards (if applicable):

Program Content Area Standards applies to programs such as International Baccalaureate, Advanced Placement, Career and Technical Education, etc.

TEXTBOOKS AND RESOURCE MATERIALS:

Textbooks

Board Approved	Pilot Completion Date (If applicable)	Textbook Title	Author(s)	Publisher	Edition	Date
		<i>N/A</i>				

Other Resource Materials

Teacher recommended resource materials
Online keyboarding programs

Supplemental Materials

Board approved supplemental materials (Including but not limited to: Film Clips, Digital Resources, Supplemental texts, DVDs, software programs (Pebble Creek, DBQ, etc.)

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