

**Union County Educational Services Commission
High School Course Syllabus**

Title: Introduction to Computer Applications

Timeline: Full Year; 5 Credits

Course Description:

Introduction to Computer Applications is a one-year course that will use hands on, project-based, active learning. Students will be able to recognize, interpret, and apply the appropriate applications for specific business and life needs by utilizing MS Office compatible GOOGLE Apps. Students will exhibit their knowledge by creating authentic products for authentic audiences. Units include career readiness, personal financial literacy, and business communications.

Course Outline:

- I. Acceptable Use and Google Drive; Google Apps
- II. Google Docs
- III. Google Sheets
- IV. Google Slides

Refer to the attached curriculum map for a detailed outline of course objectives.

Curriculum Alignment:

New Jersey Student Learning Standards – Computer Science & Design Thinking

New Jersey Student Learning Standards – Career Readiness, Life Literacies & Key Skills

Grading Procedures:

Do Now	10%
Participation	20%
Class Assignments	50%
Assessments	20%

Adoption Date:

June 2024

Union County Educational Services Commission
Curriculum Mapping– Introduction to Computer Applications

	Unit 1	Unit 2	Unit 3	Unit 4
Number of Weeks	approx. 11 weeks	approx. 9 weeks	approx. 10 weeks	approx. 10 weeks
Topic	Acceptable Use; Google Drive; Google Apps	Google Docs	Google Sheets	Google Slides
Standards	<p>CLKS- Use technology to enhance productivity increase collaboration and communicate effectively Students find and maximize the productive value of existing and new technology to accomplish workplace tasks and solve workplace problems. They are flexible and adaptive in acquiring new technology. They are proficient with ubiquitous technology applications. They understand the inherent risks-personal and organizational-of technology applications, and they take actions to prevent or mitigate these risks.</p> <p>CLKS- Work productively in teams while using cultural/global competence Students positively contribute to every team, whether formal or informal. They apply an awareness of cultural difference to avoid barriers to productive and positive interaction. They find ways to increase the engagement and contribution of all team members. They plan and facilitate effective team meetings.</p> <p>8.2.12.ED.5: Evaluate the effectiveness of a product or system based on factors that are related to its requirements, specifications, and constraints (e.g., safety, reliability, economic considerations, quality control, environmental concerns, manufacturability, maintenance and repair, ergonomics).</p> <p>8.2.12.ETW.2: Synthesize and analyze data collected to monitor the effects of a technological product or system on the environment.</p> <p>8.2.12.EC.2: Assess the positive and negative impacts of emerging technologies on developing countries and evaluate how individuals, non-profit organizations, and governments have responded.</p> <p>8.2.12.EC.3: Synthesize data, analyze trends, and draw conclusions regarding the effect of a technology on the individual, culture, society, and environment and share this information with the appropriate audience.</p>			
Content	UCESC Acceptable Use Policy	Google Docs	Google Sheets	Google Slides
	Overview of G-Suite	Editing Features	Reasons to Use Spreadsheets	Elements of a Presentation
	Google Drive	Keyboarding	Using Formulas	Using Images and Text
	Sharing Settings	Creating and Sharing Documents	Sorting and Filtering	Alignments
	Privacy		Creating Graphs and Charts	Notes Feature

	<p>Google Earth</p> <p>Google Hangout</p> <p>Google Sites</p> <p>Google Classroom</p>			<p>Animations</p>
<p>Skills</p>	<p>Create a digital portfolio demonstrating use of various digital tools</p> <p>Identify key elements of the district's Acceptable Use Policy</p> <p>Create a digital portfolio demonstrating use of various digital tools</p> <p>Collaborate in online platforms.</p>	<p>Create a digital portfolio demonstrating use of various digital tools</p> <p>Create documents for a professional audience</p>	<p>Create a digital portfolio demonstrating use of various digital tools</p> <p>Create a spreadsheet and utilize formulas, functions, and sorting</p>	<p>Create a digital portfolio demonstrating use of various digital tools</p> <p>Identify elements of copyright law that pertain to digital production</p> <p>Create slideshows adhering to digital copyright law</p>