



School District of Marshfield Course Syllabus

Course Name: Computer Applications
Length of Course: Semester
Credit: 1/2 Credit

Program Goal:

Empower learners to be college and career ready through standards-based experiences in the classroom and career-based learning experiences with business and industry partners. Design and implement educational experiences for creating a skilled, knowledgeable, and productive workforce. Learners will engage in competencies that enable them to stay up-to-date with evolving skills as they pursue careers directly out of high school, as technical school degree earners, or as university graduates. Our goal is to develop critical thinkers and collaborative problem solvers, providing connections to the issues and challenges facing our local, regional, and global economies.

Course Description:

Students need to learn effectively and live productively in an increasingly global and digital world. Become well-prepared for college and career by learning and mastering the MS Office suite focusing on Word, Excel, and professional presentations. Microsoft Office Specialist certification will be offered as part of the course.

Wisconsin Standards for Information & Technology Literacy (ITL)

Empowered Learner (EL)

EL1: Students leverage digital tools and strategies to take an active role in choosing and achieving their learning goals.

Set goals and reflect. EL1.a	1.a.7.h: Create and articulate personal learning goals and develop strategies leveraging the most effective digital tools to achieve those goals. 1.a.8.h: Utilize digital tools to reflect on the learning process, including successes, areas of improvement, and then make necessary revisions and adjust goals for future learning.
Create personalized learning environment. EL1.c	1.c.4.h: Prioritize digital tools to customize personalized learning environments in ways that maximize the learning process.
Seek and utilize feedback. EL1.d	1.d.4.h: Evaluate and utilize digital tools to seek feedback from digital and nondigital, then analyze data to make adjustments and justify outcomes.

EL2: Students understand the fundamental concepts of technology operations and demonstrate the ability to choose, use, and troubleshoot current technologies.

Understand and apply functions and operations. EL2.a	2.a.4.h: Assess the fundamental concepts of digital tool operations, demonstrate the ability to choose, use and troubleshoot current digital tools.
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EL3: Students are able to transfer knowledge to explore emerging technologies.

Transfer knowledge to emerging technology. EL3.a	3.a.1.e: Recognize the patterns in the fundamental Operations across a variety of digital tools. 3.a.3.m: Transfer and apply skills to begin troubleshooting and exploring emerging technologies.
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Digital Citizen (DC)

DC1: Students recognize the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world.

Cultivate and manage digital identity and reputation. DC1.a	1.a.11.h: Choose information to post online that positively affects personal image and future college and career opportunities.
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Knowledge Constructor (KC)

KC1: Students critically curate a variety of digital tools and diverse resources.

Plan and employ effective research strategies. KC1.a	1.a.10.h: Apply safe and effective search strategies across a range of diverse resources.
Evaluate the accuracy, perspective, credibility, and relevance of information, media, data or other resources. KC1.b	1.b.7.h: Assess the quality of evidence and data found in selected sources on basis of accuracy, validity, appropriateness for needs, importance, and social and cultural context. Evaluate information and graphics

	for prejudice, false data, misrepresentation and misleading data.
Curate information from digital resources. KC1.c	1.c.4.h: Locate, collect, and evaluate resources and curated collections from a variety of sources and organize content into themes in ways that are coherent and shareable to multiple audiences.
KC2: Students produce creative artifacts and make meaningful learning experiences from curated knowledge for themselves and others.	
Produce creative artifacts. KC2.a	2.a.4.h: Explore, select, and utilize multiple sources of curated information to produce creative artifacts for multiple audiences, demonstrating meaningful connections or conclusions and consider the value of crowdsourcing, and how it works both online and offline.
Build knowledge by actively exploring real-world issues and problems. KC2.b	2.b.8.h: Build knowledge by actively exploring real-world issues and problems, independently developing ideas and theories and pursuing answers and solutions.
Innovative Designer (ID)	
ID1: Students use a variety of digital tools and resources to identify and solve authentic problems using design thinking.	
Exhibit tolerance for ambiguity, perseverance, and the capacity to work with authentic, open-ended problems. ID1.b	1.b.4.h: Apply abstract concepts to solve authentic, open-ended problems for a group of stakeholders.
Computational Thinker (CT)	
CT1: Students develop and employ strategies for understanding and solving problems.	
Collect data, then identify and use digital tools to analyze and represent the data to find solutions. CT1.b	1.b.4.h: Select an effective digital tool to collect data, design, code, test and verify possible solutions to reflect on the data to solve authentic problems.
Creative Communicator (CC)	
CC1: Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats, and digital media appropriate to their goals.	
Choose appropriate platforms and digital tools. CC1.a	1.a.4.h: Evaluate and determine appropriate platforms and digital tools to create, communicate, and share content effectively with an authentic audience.
Communicate effectively using a variety of digital tools. CC1.c	1.c.4.h: Utilize digital tools to analyze, modify, and communicate complex ideas, data, and solutions to an authentic audience.
CC2: Students publish and present content customized for their audience(s), purpose, and task.	
Publish and present content. CC2.a	2.a.4.h: Intentionally align message with audience, purpose, and task when publishing and presenting content.
Wisconsin Common Career Technical Standards (WCCTS)	
Creativity, Critical Thinking, Communication and Collaboration (4C)	

4C1: Students will develop and analyze working knowledge of financial reports.	
Develop original solutions, products and services to meet a given need. 4C1.a	1.a.9.h: Apply past experiences to current problems in developing innovative solutions.
4C2: Students will formulate and defend judgments and decisions by employing critical thinking skills.	
Develop and implement a resolution for a new situation using personal knowledge and experience. 4C2.b	2.b.5.h: Apply past experience to develop a course of action for a new situation. 2.b.6.h: Use existing knowledge to develop a resolution for a new situation, problem or opportunity.
4C3: Students will communicate and collaborate with others to accomplish tasks and develop solutions to problems and opportunities.	
Work collaboratively with others. 4C3.b	3.b.9.h: Incorporate the use of technology to productively plan, implement and evaluate a solution, process or procedure.

Key Vocabulary:			
Theme	Styles	Header	Find/replace
Margins	Tab stops	Indents	Tables
Borders	Format painter	Formatting mark	Footnote
Function	Fill handle	Mixed cell reference	Chart
Axis	Sparkline	What-if analysis	Placeholders
Layout master	Slide master	SmartArt	Poster frame

Topics/Content Outline- Units and Themes:

Units:

- Windows Operating System
 - Overview of operating and application software
 - Parts and Features of the Desktop, Start button, taskbar
 - Views and Drives, File Organization, Network Structure
 - Keyboard Shortcuts
- Microsoft Word
 - Creating & Editing a Document
 - Creating a Research Paper with Citations
 - Creating a Business Letter w/Letterhead and Tables
- Microsoft Excel
 - Creating a Worksheet and an Embedded Chart
 - Formulas, Functions, Formatting and Web Queries
 - What-If Analysis and Charting

- Presentation
 - Professional Presentation Guidelines
 - Creating a Presentation with Illustrations and Shapes
 - SmartArt & links
 - Importing Media
- Microsoft Office Specialist Certification

Primary Resource(s):
Microsoft Office 365, 1 st Edition Cengage Learning © 2021