



# School District of Marshfield Course Syllabus

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**Course Name: Computer Applications Foundations**

**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:**

After completing this required course, students will be able to create professional documents and presentations quickly and easily, using Microsoft Word and PowerPoint. The concepts and skills learned in this class will be used in other high school courses and will transfer to college or the world of work. This course can be taken instead of Computer Applications R or H with the consent of instructor or counselor.

# 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.

<b>Create personalized learning environment.</b> EL1.c	1.c.4.h: Prioritize digital tools to customize personalized learning environments in ways that maximize the learning process.
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**EL2:** Students understand the fundamental concepts of technology operations and demonstrate the ability to choose, use, and troubleshoot current technologies.

<b>Understand and apply functions and operations.</b> 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.

<b>Transfer knowledge to emerging technology.</b> EL3.a	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.

<b>Cultivate and manage digital identity and reputation.</b> 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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<b>Manage personal data to maintain digital privacy and security.</b> DC1.b	1.b.10.h: Utilize secure password protection practices and management.
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**DC2:** Students will demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property.

<b>Recognize the rights and responsibilities of intellectual freedom in a democratic society.</b> DC2.c	2.c.11.h: Demonstrate positive and responsible communications in digital communities.
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## Knowledge Constructor (KC)

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

<b>Plan and employ effective research strategies.</b> KC1.a	1.a.10.h: Apply safe and effective search strategies across a range of diverse resources.
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<b>Evaluate the accuracy, perspective, credibility, and relevance of information, media, data or other resources.</b> 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.
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<b>Innovative Designer (ID)</b>	
<b>ID1:</b> Students use a variety of digital tools and resources to identify and solve authentic problems using design thinking.	
<b>Exhibit tolerance for ambiguity, perseverance and the capacity to work with authentic, open-ended problems.</b> ID1.b	1.b.4.h: Apply abstract concepts to solve authentic, open-ended problems for a group of stakeholders.
<b>Creative Communicator (CC)</b>	
<b>CC1:</b> 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.	
<b>Choose appropriate platforms and digital tools.</b> 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.
<b>CC2:</b> Students publish and present content customized for their audience(s), purpose, and task.	
<b>Publish and present content.</b> CC2.a	2.a.4.h: Intentionally align message with audience, purpose, and task when publishing and presenting content.
<b>Wisconsin Common Career Technical Standards (WCCTS)</b>	
<b>Creativity, Critical Thinking, Communication and Collaboration (4C)</b>	
<b>4C1:</b> Students will develop and analyze working knowledge of financial reports.	
<b>Develop original solutions, products and services to meet a given need.</b> 4C1.a	1.a.7.h: Develop original ways to solve a given problem.
<b>4C2:</b> Students will formulate and defend judgments and decisions by employing critical thinking skills.	
<b>Develop and implement a resolution for a new situation using personal knowledge and experience.</b> 4C2.b	2.b.5.h: Apply past experience to develop a course of action for a new situation.
<b>Wisconsin Standards for Business &amp; Information Technology (BIT)</b>	
<b>IT Foundations (IT)</b>	
<b>IT1:</b> Students will use an appropriate digital tool to meet personal and business needs.	
<b>Develop and refine proper use of input technologies.</b> IT1.a	1.a.7.h: Demonstrate the touch method of keyboarding on an alphanumeric keyboard at acceptable speed and accuracy levels. (Recommended minimum: 5 wpm x grade level).
<b>Select and use appropriate features of a word processor to organize and effectively communicate information.</b> IT1.b	1.b.10.h: Enhance usability of documents using advanced tools such as bookmarks, section breaks, headers and footers.
<b>Select and use appropriate features of presentation tools to communicate effectively.</b> IT1.d	1.d.7.h: Enhance usability of a presentation by using notes pages, comments, action buttons and custom shows.

## Key Vocabulary:

Theme	Indents	Tables	Format Painter
Paragraph vs. Page Borders	Serif vs. Sans Serif Font	Line vs. Paragraph Spacing	Text vs. Picture Effects
Change Case	Bullets & Numbering	Drag and Drop	Endnote vs. Footnote
Backstage	Gallery	Live Preview	Custom Tabs
Orientation	Position	Screen Tip	Hyperlink
Slide Layout	Placeholders	Notes Pane	ClipArt
Group	SmartArt	Shake	Snap
Transition vs. Animation	Paragraph Shading		

## Topics/Content Outline- Units and Themes:

### Units:

- Windows Operating System
  - Overview of operating system and application software
  - Features and Apps on the Desktop, Start Button and Taskbar
  - Views and Drives, File Organization, Network Structure
  - Keyboard Shortcuts
- MS Word Unit
  - Creating and Editing Documents
  - Formatting Text and Paragraphs
  - Formatting Documents
- MS PowerPoint Unit
  - Creating and Modifying a Presentation
  - Inserting Objects into Presentations
  - Presenting Professionally
  - Culminating Project
- Through course, build keyboarding skill

### Primary Resource(s):

**Microsoft Office 365, 1<sup>st</sup> Edition**  
Cengage Learning  
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