SWEETWATER UNION HIGH SCHOOL DISTRICT

DIVISION OF ADULT EDUCATION

Career Technical Education

## Computer Applications: Beginning

### COURSE APPROVAL

Mission: The Division of Adult Education, a community-focused organization, promotes and facilitates life-long learning for adults to meet the challenges of the 21st century.

Student Learning Outcomes

* Students will establish personal, academic and/or workforce goals and demonstrate progress toward them
* Students will solve problems
* Students will communicate clearly and collaborate with others
* Students will use resources, including technology, to research, organize and communicate information

##### Course approved by the Board of Trustees

##### Course Revision:

#### Computer Applications: Beginning

# Course Information

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| **Course Title:** | **Computer Applications Beginning** |
| **CTE Industry Sector:** | **Information and Communication Technologies (ICT)** |
| **Career Pathway:** | **Information Support and Services (ISS)** |

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| **Course Level:** |  | Introductory | x | Concentration | x | Capstone |

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| **Course Number:** | **0667** |
| **CBEDS Title:** | **Advanced Information Support Services** |
| **CBEDS Number:** | **8112** |

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| Course Hours: | **260** |
| Prerequisites: | **Computer Applications Beginning** |
| Evaluation: | 1. Satisfactory participation in class discussions.  2. Satisfactory completion of required assignments as evaluated by the instructor.  3. Satisfactory completion of written objective and subjective examinations on assigned materials. |
| Conditions for Repetition: | Students who have failed to satisfactorily meet the course objectives because of insufficient attendance or inability to master content may, with permission, repeat the course. |
| Academic Credit: | 1 credit each |
| High School Elective Credit: | 2 elective credits |
| **Advisory Committee Meetings:** | **Annually** |

**Course Description**

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| This Introductory course provides training in Microsoft Office 2016. Students learn basics of each software program and integrate programs to perform workplace simulations. Students also gain knowledge of productivity Apps for school and work such as Microsoft OneNote, Sway, Office 365, Edge and Windows 10  Students will engage in leadership activities throughout their CTE pathway. These leadership outcomes will be based on the **Standards for Career Ready Practice (SCRP)** listed below. Leadership categories include Personal Growth and Professional Responsibility, Growing Leaders, and Community Outreach. Students will gather evidence of leadership outcomes to put in a portfolio project with will be completed at the end of the pathway. Students have opportunity to present their portfolios in academic classrooms to peers and teachers, as part of annual school events (Workforce of the Future event, Industry Advisory, etc.). A selection of portfolio projects will also be posted on the Sweetwater Adult CTE website: http://adultcte.weebly.com/ |
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**Instructional Strategies**

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| Teacher lectures and demonstrations ….10% Class discussions/exercises 15% Lab practice on computers 50%  Group/individual reports/ projects 15%  Testing exams/quizzes 10% |

**Instructional Materials**

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| Textbook: Beskeen/Cram/Duffy/Friedrichsen/Wermers, Illustrated Microsoft Office 365 & Office 2016 Introductory  Software: Microsoft Office 2016.  Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material. |

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| **Sequence of Courses** | **Course Level** | | | **Primary Funding Source** | | **Perkins**  **Funded** | **Total Duration** |
| Name of Course | Intro. | Concentration | Capstone | District/COE | ROCP | Yes or No | (In hours) |
| Computer Applications Introductory | X |  |  |  |  | Yes | 260 |
| Computer Applications Intermediate |  | X | X | X |  | Yes | 260 |
| * Student can choose from the following groups: | | | | | | | |
| Keyboarding | X |  |  |  |  | Yes |  |
| Administration Professional |  | X | X |  |  |  |  |

**Career Plan: How this Course fits into the Course Sequence**

**California Academic and Career Technical Education Standards**

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| Information and Communication Technologies Knowledge and Performance Anchor Standards | |
| 1.0 Academic | See below |
| 2.0 Communication | 2.0-2.6 |
| 3.0 Career Planning & Management | 3.1-3.4, 3.9 |
| 4.0 Technology | 4.1-4.4 |
| 5.0 Problem Solving & Critical Thinking | 5.1-5.7 |
| 6.0 Health & Safety | 6.1-6.2, 6.5-6.6 |
| 7.0 Responsibility & Flexibility | 7.2-7.7 |
| 8.0 Ethics & Legal Responsibilities | 8.3-8.4, 8.6-8.8 |
| 9.0 Leadership & Teamwork | 9.1-9.3, 9.6-9.7 |
| 10.0 Technical Knowledge & Skills | 10.1-10.6, 10.8-10.12 |
| 11.0 Demonstration & Application | 11.2, 11.5 |

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| Information Support and Services Pathway | |
| A1.0 Describe the role of information and communication technologies in organizations | A1.1, A1.3 |
| A3.0 Access and transmit information in a networked environment | A3.2, A3.5 |
| A7.0 Support and train users on various software, hardware, and network systems | A7.2, A7.3 |
| Academic Standards | |
| English Language Arts: Language Standards | 11-12.1 – 11.12.4 |
| English Language Arts: Reading Standards for Informational Text | 11-12.7, |
| English Language Arts: Writing Standards | 11-12.4, 11-12.6, 11-12.8 |
| Mathematics: Algebra | 2, 4 |
| Mathematics: Functions- Interpreting Functions | 1, 6 |

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| Standards for Career Ready Practices | |
| **1. Apply appropriate technical skills and academic knowledge** | **Apply appropriate technical skills and academic knowledge to successfully complete this course.** |
| **2. Communicate clearly, effectively, and with reason.** | **Collect work samples, pictures, and other evidence to include in portfolio.** |
| **3. Develop an education and career plan aligned with personal goals** | **Student will develop and implement SMART goal related to course activities.** |
| **5. Utilize critical thinking to make sense of problems and persevere in solving them** | **By completing workplace scenario simulations, student will use critical thinking skills to problem solve.** |
| **7. Act as a responsible citizen in the workplace and the community** | **Student will act responsibly in the classroom by following classroom rules, showing up on time, and being prepared.** |
| **9. Work productively in teams while integrating cultural and global competence** | **Review their role as part of the team; expectations, responsibilities, etc.** |
| **12. Understand the environmental, social, and economic impacts of decisions.** | **Student will review and comply with internet policies for the school district.** |

# Course Goals

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| --- |
| 1. Become proficient in Computer Essentials |
| 1. Become proficient in basic MS Office 2016 |
| 1. Become proficient in Productivity Apps |
| 1. Successfully complete Precision Exam MS Office Basic |

# Instructional Modules – Productivity App

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| **Productivity Apps for School and Work** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will learn the use of Productivity Apps. |
| **Competency:** Upon Completion of this module, the student is able to: |
| 1. OneNote 2016 |
| 2. Sway |
| 3. Microsoft Edge |

# Instructional Modules – Computer Essentials

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| **Understanding Essential Computer Concepts** | **Class Hrs.** | **3** | **Lab Hrs.** | **10** |

Description:

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| Students will learn the essential of digital world, computer components and networks. |
| **Competency:** Upon Completion of this module, the student is able to: |
| 1. Live and Work in the Digital World |
| 1. Distinguish Types of Computers |
| 1. Identify Computer System Components |
| 1. Compare Types of Memory |
| 1. Summarize Types of Storage Media |
| 1. Differentiate Between Input and Output Devices |
| 1. Describe Data Communications |
| 1. Define Types of Networks |
| 1. Assess Security Threats |
| 10.Understand System Software |

# Instructional Modules – Windows 10

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| **Windows 10** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description

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| Students will learn to use and navigate with Windows 10. |
| **Competency:** Upon Completion of this module, the student is able to: |
| Start Windows 10 |
| 1. Navigate the Desktop and Start Menu |
| 1. Point, Click, and Drag |
| 1. Work with Window and Manage Multiple Windows |
| 1. Use Buttons, Menus, and Dialog Boxes |
| 1. Use Help |

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| **File Management** | **Class Hrs.** | **3** | **Lab Hrs.** | **10** |

Description:

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| Students will learn create, save, locate and manage files. |
| **Competency:** Upon Completion of this module, the student is able to: |
| 1. Understand Files and Folders |
| 1. Create and save a file |
| 1. Change file and folder views |
| 1. Open, edit, copy files |
| 1. Move and rename files |
| 1. Search for files and folders |
| 1. Delete and restore files |

**Instructional Modules – Microsoft Office 2016**

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| **MS Office 2016** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will learn most frequently used programs in Office , as well as common features they all share. |
| **Competency:** Upon Completion of this module, the student is able to: |
| Understand Office 2016 suite |
| 1. Identify Office 2016 screen elements |
| 1. Create and save a file |
| 1. Open a file and save it with a new name |
| 1. View and print work |

**Instructional Modules – Word**

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| **Creating Documents with Word** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will learn to create, save, and format a document and use document templates. |
| **Competency:** Upon Completion of this module, the student is able to: |
| 1. Understand word processing software |
| 1. Explore the Word window |
| 1. Start and save a document |
| 1. Format text using Mini toolbar and the Ribbon |
| 1. Use a document template |
| 1. Navigate a document |

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| **Editing Documents** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will edit a document, add hyperlinks, and edit document properties. |
| **Competency:** Upon Completion of this module, the student is able to: |
| 1. Cut or Copy and paste text |
| 1. Use the Office Clipboard |
| 1. Find and replace text |
| 1. Check spelling and grammar |
| 1. Research information |
| 1. Add hyperlinks |
| 1. Work with document properties |

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| **Formatting Text and Paragraphs** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will format a document. |
| **Competency:** Upon Completion of this module, the student is able to: |
| 1. Format with fonts |
| 1. Use the Format Painter |
| 1. Change line and paragraph spacing |
| 1. Align paragraphs |
| 1. Work with tabs and indentions |
| 1. Add bullets and numbering |
| 1. Add borders and shading |
| 1. Insert online pictures |

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| **Formatting Documents** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will format the pages of a long document and insert a table. |
| **Competency:** Upon Completion of this module, the student is able to: |
| 1. Set document margins |
| 1. Create sections and columns |
| 1. Insert page breaks |
| 1. Insert page numbers |
| 1. Add headers and footers |
| 1. Insert a table |
| 1. Add footnotes and endnotes |
| 1. Insert citations |
| 1. Manage sources and create a bibliography |

**Instructional Modules – Excel**

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| **Intro to Excel 2016** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will learn to understand spreadsheet software. |
| **Competency:** Upon Completion of this module, the student is able to: |
| 1. Identify Excel window components |
| 1. Understand formulas |
| 1. Enter labels and values and use AutoSum button |
| 1. Edit cell entries |
| 1. Enter and edit a simple formula |
| 1. Switch worksheet views |
| 1. Choose print options |

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| **Working with Formulas and Functions** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will learn to use formulas and functions. |
| **Competency:** Upon Completion of this module, the student is able to: |
| 1. Create a complex formula |
| 1. Insert and type a function |
| 1. Copy and move cell entries |
| 1. Understand relative and absolute cell references |
| 1. Copy formulas with relative cell references |
| 1. Copy formulas with absolute cell references |
| 1. Round a value with a function |

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| **Formatting a Worksheet** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will format a worksheet. |
| **Competency:** Upon Completion of this module, the student is able to: |
| 1. Format values |
| 1. Change font, font size, and font styles and alignment |
| 1. Adjust column width |
| 1. Insert and delete rows and columns |
| 1. Apply colors, patterns, and borders |
| 1. Apply conditional formatting |
| 1. Rename and move a worksheet |
| 1. Check spelling |

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| **Working with Charts** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will create and format a chart. |
| **Competency:** Upon Completion of this module, the student is able to: |
| 1. Plan and create a chart |
| 1. Move and resize a chart |
| 1. Change the chart design and format |
| 1. Annotate and draw on a chart |
| 1. Create a pie chart |

# Instructional Module - Access

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| **Intro to Access** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Student will learn database software. |
| **Competency:** Upon Completion of this module, the student is able to: |
| 1. Understand relational databases |
| 1. Explore and create a database |
| 1. Create a table |
| 1. Create primary keys |
| 1. Relate two tables |
| 1. Enter and Edit data |

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| **Building and Using Queries** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Student will learn to use queries. |
| **Competency:** Upon Completion of this module, the student is able to: |
| 1. Use Query Wizard |
| 1. Work with data in a query |
| 1. Use Query Design View |
| 1. Sort and find data |
| 1. Filter data |
| 1. Apply AND criteria |
| 1. Apply OR criteria |
| 1. Format a datasheet |

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| **Forms** | Class Hrs. | 3 | Lab Hrs. | **10** |

Description:

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| Students will learn to use Forms. |
| **Competency:** Upon Completion of this module, the student is able to: |
| 1. Use Form Wizard |
| 1. Create split form |
| 1. Use Form Layout View |
| 1. Add fields to a form |
| 1. Modify form controls |
| 1. Create calculations |
| 1. Modify tab order |
| 1. Insert a image |

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| **Using Reports** | Class Hrs. | 4 | Lab Hrs. | **13** |

Description:

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| Students will create report. |
| **Competency:** Upon Completion of this module, the student is able to: |
| 1. Use the Report Wizard |
| 1. Use Report Layout View |
| 1. Review report sections |
| 1. Apply group and sort orders |
| 1. Add subtotals and counts |
| 1. Resize and align controls |
| 1. Format a report |
| 1. Create mailing labels |

**Instructional Module – PowerPoint**

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| **Creating a presentation in PowerPoint** | Class Hrs. | 4 | Lab Hrs. | **13** |

Description:

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| Students will plan and create a presentation. |
| **Competency:** Upon Completion of this module, the student is able to: |
| 1. Define presentation software |
| 1. Plan an effective presentation |
| 1. Add a new slide |
| 1. Apply a design theme |
| 1. Use presentation views |
| 1. Print a presentation and use printing options |

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| **Modifying a Presentation** | Class Hrs. | 3 | Lab Hrs. | **13** |

Description:

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| Students will modify a presentation. |
| **Competency:** Upon Completion of this module, the student is able to: |
| 1. Enter text in Outline view |
| 1. Format text |
| 1. Convert text to SmartArt |
| 1. Insert and modify shapes |
| 1. Rearrange and merge shapes |
| 1. Edit and duplicate shapes |
| 1. Align and group objects |
| 1. Add slide footers |

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| **Insert Objects into a Presentation** | Class Hrs. | 3 | Lab Hrs. | **13** |

Description:

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| Students will learn to insert objects and table into a presentation. |
| **Competency:** Upon Completion of this module, the student is able to: |
| 1. Insert text from Microsoft Word |
| 1. Insert and style a picture |
| 1. Insert a text box |
| 1. Insert a chart |
| 1. Enter and edit chart data |
| 1. Insert slides from other presentations |
| 1. Insert a table |
| 1. Insert and format WordArt |

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| **Finishing a Presentation** | Class Hrs. | 3 | Lab Hrs. | **13** |

Description:

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| Students will enhance the slide show. |
| **Competency:** Upon Completion of this module, the student is able to: |
| 1. Modify masters |
| 1. Customize the background and theme |
| 1. Use slide show commands |
| 1. Set slide transitions and timings |
| 1. Animate objects |
| 1. Use proofing and language tools |
| 1. Inspect a presentation |

**Instructional Module – Integration**

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| **Integrating Word and Excel** | Class Hrs. | 4 | Lab Hrs. | **13** |

Description:

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| Students will perform a workplace simulation. |
| **Competency:** Upon Completion of this module, the student is able to: |
| 1. Integrate data between Word and Excel |
| 1. Copy data from Excel to Word |
| 1. Copy a chart from Excel to Word |
| 1. Create linked objects |
| 1. Embed a Word file in Excel |

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| **Integrating Word, Excel, and Access** | Class Hrs. | 4 | Lab Hrs. | **13** |

Description:

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| Students will perform a workplace simulation. |
| **Competency:** Upon Completion of this module, the student is able to: |
| Integrate data among Word, Excel, and Access |
| Import an Excel worksheet into Access |
| Copy a Word table to Access |
| Link an Access table to Excel and Word |
| Link an Access table to Word |

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| **Integrating Word, Excel, Access, and PowerPoint** | Class Hrs. | 3 | Lab Hrs. | **13** |

Description:

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| --- |
| Students will perform a workplace simulation. |
| **Competency:** Upon Completion of this module, the student is able to: |
| 1. Integrate data among Word, Excel, Access, and PowerPoint |
| 1. Import a Word outline into PowerPoint |
| 1. Embed an Excel worksheet in PowerPoint |
| 1. Link Access and Excel objects to PowerPoint |
| 1. Manage links |

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| --- | --- | --- | --- | --- | --- | --- |
| **Totals** | **Theory Hrs.** | **60** | **Lab Hrs.** | **200** | **Total Hrs.** | **260** |