

Independent School District of Boise City

0201 Computer Applications 1

Course Description

Open to: 7, 8, & 9

Prerequisite: None

Students will receive instruction in the following areas: keyboarding with an emphasis on speed and accuracy development; ethical, cultural, societal issues, and acceptable use policies with regard to technology; file management strategies; and computer graphics. Students will be able to create and enhance presentations using Microsoft PowerPoint. Students will develop word processing skills using Microsoft Word and will create a variety of documents. Students will learn how to do effective Internet searches and synthesize this research into a report.

Adopted Materials

Title: Microsoft Office 2003 Introductory Course

Author: Pasewark and Pasewark

Publisher: Thomson Learning/South-Western

Course Scope & Sequence

Unit 1	Keyboarding	20 Days
Unit 2	Computer History, Components, and Computer Ethics	4-6 Days
Unit 3	File Management	2 Days
Unit 4	Computer Graphics	2-3 Days
Unit 5	Word	45 Days
Unit 6	Internet Research	5-10 Days
Unit 7	Power Point	5-10 Days

Computer Applications 1 (Computer Skills Development 1)		District Reference 0201
Unit 1	Keyboarding	20 Days

Instructional Objective		Standard Reference	
0201.01 develop keyboarding skills.		1.2a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Demonstrate proper keyboarding techniques including correct posture, correct hand and finger placement, correct fingering, and keeping eyes on copy.	Keyboarding resources	TO

02	Keyboard from software cues, printed text, and oral dictation using proper keyboarding techniques: correct posture, correct hand and finger placement, correct fingering, and keeping eyes on copy.	Software program such as: Letter Chase, Microtype 4, ATRT, MicroMaster Keyboarding texts	TO
03	Demonstrate the ability to use the keyboard with speed and accuracy using proper keyboarding techniques. Goal: 20-30 wpm for 3 minutes with a maximum of 6 to 10 errors.	Tests available in software and textbook references.	TO, TMA

Computer Applications 1 (Computer Skills Development 1)		District Reference 0201
Unit 2	Computer History, Components, and Computer Ethics	4 – 6 Days

Instructional Objective		Standard Reference	
0201.02 Understand the Boise School District's acceptable use policy		2.1b, 2.2a, 2.2b	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Explain the purpose of the Boise School District's Acceptable Use Policy and the consequences of inappropriate use.	Boise School District's Technology Use and Rules- available online	TO TMA
02	Demonstrate correct security procedures by using proper login procedures, password protection, and logging off procedures.	School Network Administrator	TMA
03	Identify and explain the prohibited uses of District technology resources and the consequences of inappropriate use.	Boise School District's Technology Use and Rules	TMA
04	Explain the District's rights and responsibilities regarding Internet activity, technology access, and network security.	Boise School District's Technology Use and Rules	TMA
05	Demonstrate proper use of the Internet, technology resources, and network security.	Boise School District's Technology Use and Rules	TO
06	Demonstrate responsible use of technology resources and software.	Boise School District's Technology Use and Rules	TO, TMA
Instructional Objective		Standard Reference	
0201.03 Demonstrate an understanding of the ethical, cultural, and societal issues related to technology.		1.1a, 1.2b, 2.1a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Compare and contrast information technologies from past to present.	Video: Bigger, Better, Faster, Printed resources, Online	TMA

		resources	
02	Identify and explain the use of hardware and software components of a computer system.	Video: <i>How Computers Work</i> Web Resources	TMA
03	Describe and apply strategies for identifying and solving routine software, hardware, and connectivity problems that occur in everyday use.	District's Technology Help Desk Troubleshooting Guide Available onl	TO
04	Describe the impact of technology on individuals, in the workplace, and in society.	Current PC magazine articles Online resources	TMA
05	Research current events regarding computer technologies and prepare a report.	Current PC magazine articles Online resources	TMA
Instructional Objective		Standard Reference	
0201.04 Explain and practice legal and ethical behaviors when using technology resources and information.		2.1b, 2.2a, 2.2b, 2.2c	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Demonstrate safe and ethical Internet/Intranet usage.	District's Security and Privacy under Web Publishing Procedures and Guidelines	TO
02	Explain the importance of not copying, altering, deleting, or moving another user's work.	District's Security and Privacy under Web Publishing Procedures and Guidelines	TMA
03	Explain the importance of not revealing personal information.	District's Security and Privacy under Web Publishing Procedures and Guidelines	TMA
04	Explain copyright laws and "fair use" guidelines when using technology information, sources, and consequences of misuse.	District's website: Copyright and Fair Use Guidelines For Students under Web Publishing Procedures and Guidelines Also available online from US Copyright Office	TO, TMA
05	Explain when and how to obtain permission to use the work of others.	District's website: Copyright and Fair	TMA

		Use Guidelines For Students under Web Publishing Procedures and Guidelines Also available online from US Copyright Office.	
06	Exhibit respect for others by not duplicating software or documents without authorization.	District's website: Copyright and Fair Use Guidelines For Students under Web Publishing Procedures and Guidelines Also available online from US Copyright Office	TO
07	Explain the negative impact of unauthorized intrusions into computer systems or networked data and actions to prevent these intrusions.	Current events regarding viruses, hacking, computer fraud	TMA
08	Provide complete citations from electronic media using age level appropriate, district developed reference formats.	See school librarian or Available online (2003) http://www.landmark-project.com/index.php	TO

Computer Applications 1 (Computer Skills Development 1)		District Reference 0201
Unit 3	File Management	2 days

Instructional Objective		Standard Reference	
0201.05 Use file management to open, save and organize files.		1.1a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Open and save files on a home folder on the server.	You can find many good tutorials by doing a Google search for file management tutorials.	TO
02	Open and save files on a floppy or zip disk.		TO
03	Create a new folder on a floppy or zip disk, or inside another folder.		TO

04	Rename a file and/or folder.		TO
05	Copy or move a file form one folder to another.		TO
06	Demonstrate how to drag and drop a file to copy or move a file form one folder to another.		TO
07	Delete a file and/or folder.		TO
08	Use Find to search for a file or folder.		TO
09	Restore a file from the recycle bin.		TO
10	Empty the recycle bin.		TO
11	View the details of a file.		TO

Computer Applications 1 (Computer Skills Development 1)		District Reference 0201
Unit 4	Computer Graphics	2 – 3 days

Instructional Objective		Standard Reference	
0201.06 Create and modify digital images for use in office applications and web pages.		3.1a, 3.1c	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Identify the types of graphic files used in Microsoft Office applications and web pages.	Use graphics software that is available to you, such as: MS Paint, MS Photo Editor, Paint Shop Pro, MGI Photo Suite, or Adobe Photo Shop. Use online help from the above programs. Many Internet resources can be found by using your favorite search engine.	TMA
02	Explain the difference between .bmp, .jpg, .gif, .png and .tiff file types and use the appropriate file type when working with graphics.		TMA
03	Convert a graphic file from one type to another.		TMA
04	Resize, crop, rotate and flip a digital photo.		TMA
05	Enhance a digital photo by adjusting the color balance, contrast, and saturation.		TMA
06	Use graphic tools, such as the draw, paintbrush, fill, and shapes tools to create or enhance a digital image.		TMA
07	Perform a screen capture and insert it into an Office application or a web page.		TMA

08	Insert a graphic into Word and apply appropriate text wrapping.		TMA
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Computer Applications 1 (Computer Skills Development 1)		District Reference 0201
Unit 5	Microsoft Word	45 days

Instructional Objective 0201.07 Microsoft Word basics.		Standard Reference 1.1a, 1.1b, 1.2a, 1.2b, 3.1a
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No.	Performance Objective	Resource Reference	Assessment Correlation
01	Identify and explain the uses of the components of Microsoft Word.	Microsoft Office 2003 Introductory Course L1, Page 3	TMA, TO
02	Describe the components of the Microsoft Office Shortcut Bar and how it is used	L1, Page 3	TMA
03	Describe the parts that make up the Word Window.	L1, Page 4, 5	TMA
04	Demonstrate how to use the keyboard to activate commands and options within Word.	L1, Page 7	TO
05	Change the magnification of a document by using the zoom control.	L1, Page 11	TMA
06	Access help through Help located on the Main Menu Bar and through the Office Assistant.	L1, Page 13 - 16	TO

Instructional Objective 0201.08 Create and print documents.		Standard Reference 1.1a, 1.1b, 1.2a, 1.2b, 3.1a
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No.	Performance Objective	Resource Reference	Assessment Correlation
01	Start Word.	Microsoft Office 2003 Introductory Course L1, Page 4	TMA
02	Identify and describe Word's default settings.	L1, Page 16	TMA
03	Create a new Word document and enter text.	L1, Page 6	TMA
04	Demonstrate how to make corrections within a Word document.	L2, Page 23 - 35	TMA
05	Demonstrate how to save a document.	L1, Page 8	TO
06	Demonstrate how to close a document.	L1, Page 7	TO
07	Demonstrate the use of the auto correct feature.	L3, Page 42	TO
08	Demonstrate the use of the auto spell check feature.	L3, Page 47, 50	TO
09	Demonstrate the use of the grammar check feature.	L3, Page 49, 50	TO
10	Describe cursor control movements.	L1, Page 7	TO
11	Create a full-block business letter.		TMA

12	Insert the date into a document using the automatic date and time feature.	L3, Page 54	TMA
13	Create a modified-block business letter.		TMA
14	Set and use tabs.	L5, Page 85	TMA
15	Demonstrate how to use print preview.	L1, Page 12	TO
16	Print a document.	L1, Page 15	TMA
17	Demonstrate how to use the change case feature to change the case of text within a document.	Power Point L2, Page 38	TO
18	Create a personal business letter.		TMA
Instructional Objective		Standard Reference	
0201.09 Open and edit documents.		1.1a, 1.1b, 1.2a, 1.2b, 3.1a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Open and revise recently used documents by inserting text within the document.	Microsoft Office 2003 Introductory Course L1, Page 10	TMA
02	Demonstrate how text is selected within a document.	L2, Page 23	TO
03	Demonstrate how the overtype mode is used when making corrections within a document.	L2, Page 26	TO
04	Demonstrate how to delete text within a document.	L2, Page 26	TMA
05	Demonstrate the use of the show/hide feature.	L2, Page 24	TO
06	Edit a document using the track changes feature by marking changes within a document.	L8, Page 167 - 169	TO
07	Edit a document using the track changes feature by accepting or rejecting changes within a document.	L8, Page 167 - 169	TMA
Instructional Objective		Standard Reference	
0201.10 Text alignments and enhancements.		1.1a, 1.1b, 1.2a, 1.2b, 3.1a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Change horizontal text alignment within a document.	Microsoft Office 2003 Introductory Course L5, Page 79	TMA
02	Change vertical alignment within a document.	L5, Page 84	TMA
03	Change font style and size of text within a document.	L4, Page 62	TMA
04	Change the font color of selected text within a document.	L4, Page 62	TMA
05	Add text enhancements by adding or removing bolding, italics, or underscore.	L4, Page 64	TMA
06	Enhance a document by adding symbols.		TMA
07	Use bullets to enumerate unordered text.	L5, Page 87	TMA
08	Use numbering to enumerate ordered text.	L5, Page 87	TMA

Instructional Objective		Standard Reference	
0201.11 Format and edit documents.		1.1a, 1.1b, 1.2a, 1.2b, 3.1a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Change the line spacing of a document.	Microsoft Office 2003 Introductory Course L5, Page 82	TMA
02	Format paragraphs changing text alignment and spacing before and after paragraphs using paragraphs options.	L5, Page 79	TMA
03	Set paragraph indentation using paragraph options.	L5, Page 80	TMA
04	Set a hanging indent using paragraph options.	L5, Page 81	TMA
05	Set a first line indent using paragraph options.	L5, Page 80	TMA
06	Set margins and tabs.	L5, Page 78, 85	TMA
07	Use cut, copy, and paste to delete and move text.	L2, Page 28	TMA
08	Use Format Painter to copy formatting.	L4, Page 69	TMA
09	Use drag and drop to move text within a document.	L2, Page 29	TMA
10	Use shrink to fit text to fit a document onto one page.	L1, Page 12, 13	TMA
11	Select appropriate words for use within a document using the thesaurus feature.	L3, Page 55	TMA
12	Use the find and replace feature to find specific text and replace that text with new text.	L2, Page 30	TMA
Instructional Objective		Standard Reference	
0201.12 Work with multiple page documents.		1.1a, 1.1b, 1.2a, 1.2b, 3.1a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Demonstrate the use of page breaks.	Microsoft Office 2003 Introductory Course L7, Page 131	TMA, TO
02	Demonstrate the use of section breaks.	L7, Page 137	TMA, TO
03	Create headers and footers within a document.	L7, Page 133	TMA, TO
04	Insert page numbers within a document.	L7, Page 134	TMA, TO
05	Create a document with footnotes.		TMA, TO
06	Create a document with endnotes.		TMA, TO
07	Insert page numbers within a document and modify their placement and format.	L7, Page 133	TMA, TO
08	Demonstrate moving text from one page to another.	L2, Page 28	TMA, TO
09	Demonstrate how to display text in full screen view.	L1, Page 11	TMA, TO

Instructional Objective		Standard Reference	
0201.13 Word graphics.		1.1a, 1.1b, 1.2a, 1.2b, 3.1a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Import a clip art image into a document.	Microsoft Office 2003 Introductory Course L6, Page 108	TMA
02	Resize a clip art image.	L6, Page 109	TMA
03	Create a text box and add text.	PP L3, Page 83	TMA
04	Insert a picture from a file.		TMA
05	Create a variety of drawing objects using the icons on the drawing toolbar.	L6, Page 114	TMA
06	Create an autoshape using the icons on the drawing toolbar.	PP L3, Page73	TMA
07	Enhance drawing objects by add text, color, and other special features.	L6, Page 114	TMA
08	Create a WordArt object and format.		TMA
09	Enhance text by using the drop caps feature.		TMA
10	Create and edit lines by using the line tool on the drawing toolbar.	L6, Page 114	TMA
11	Create a newsletter.	L6, Page 125	TMA

Computer Applications 1 (Computer Skills Development 1)		District Reference
		0201
Unit 6	Internet Research	5 – 10 days

Instructional Objective		Standard Reference	
0201.14 Understand the structure of the Internet and the WWW		1.1a, 1.1b, 1.1c, 1.2a, 2.1a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Identify and describe the components that make up the Internet.	Check with school librarian for videos or other resources. Online resource available June 2003: http://www.boisepubliclibrary.org/Teens/tn_computers.shtml http://www.schoolnet.ca/aboriginal/lessons/index-e.html http://www.northernwebs.com/bc/ or search for other	TMA

		online resources	
02	Identify and describe the components that make up the WWW.	http://www.boisepubliclibrary.org/Teens/tn_computers.shtml http://www.learnthenet.com/english/index.html or search for other online resources	TMA
03	Explain the operation of networks, Internet Service Providers, Browsers, and Search Engines.	http://www.boisepubliclibrary.org/Teens/tn_computers.shtml http://www.northernwebs.com/bc/ or search for other online resources	TMA
Instructional Objective		Standard Reference	
0201.15 Use technology to locate, evaluate, and collect information from a variety of sources.		5.1a, 5.2a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Locate information from electronic resources: these may include but not limited to online resources, CD-rom reference sources, and electronic card catalogs.	Check with school librarian	TMA, TO
02	Use different search engines efficiently and effectively to locate relevant information comparing and contrasting their search strategies.	http://www.boisepubliclibrary.org/Teens/tn_computers.shtml	TMA, TO
03	Construct keyword searches including Boolean logic using " and , or , and not " in searches.	http://www.boisepubliclibrary.org/Teens/tn_computers.shtml	TMA, TO
04	Use criteria to evaluate the source of information for accuracy, currency, relevancy, appropriateness, and bias.	http://www.uis.edu/~schroede/valid.htm http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html http://www.lesley.edu/library/guides/research/evaluating_web.html	TMA
05	Using proper format developed by the District, cite the source of information identifying the author, copyright date, publisher from an Internet resource.	See school librarian or school library website	TMA, TO
06	Gather and organize information by copying and		TO

	pasting information into an original word processing document		
Instructional Objective		Standard Reference	
0201.16 Use technology tools to process data and report results.		2.2a, 2.2b, 2.2c, 3.1b, 3.1c, 4.1b, 5.1a, 5.2a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Use information gathered from Internet research to produce a report, an essay, or a PowerPoint presentation.	See Language Arts Department resource Write 2000 for help in writing reports or essays. Online help for reports: http://www.ipl.org/div/teen/aplus/	TMA
02	Demonstrate ethical Internet usage by exhibiting respect for others by not plagiarizing another's work.	District's website: Copyright and Fair Use Guidelines For Students under Web Publishing Procedures and Guidelines Also available online from US Copyright Office	TO
03	Present product of your research to an audience.	Word document PowerPoint Presentation	TMA, TO
04	Using proper format developed by the District, cite the source of information identifying the author, copyright date, publisher from Internet resources.	See school librarian or school library website	TMA

Computer Applications 1 (Computer Skills Development 1)		District Reference
		0201
Unit 7	Microsoft PowerPoint	5 – 10 days

Instructional Objective		Standard Reference	
0201.17 Create, Save, and Print a Presentation		1.1a, 1.1b, 1.1c, 1.2a, 3.1c, 4.1b	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Create a blank presentation, select a slide layout, and add text to the placeholders.	Microsoft Office 2003 Introductory Course L2, Page 21-22	TMA

02	Add slides to a presentation.	L2, Page 29, 43	TMA
03	Save a presentation to a disk or to the server.	L1, Page 7-8	TMA
04	Print a presentation using slides and handout options.	L1,2, Page 15, 37	TMA
05	Open an existing presentation and show the various slide views: slide, outline, note pages, slide show, and slide sorter.	L1, Page 8, 11	TO
06	Demonstrate how to navigate from slide to slide within a presentation.	L1, Page 7	TO
07	Demonstrate how to change slide layout and apply a template.	L2, Page 25-26	TO
08	Demonstrate how to move, copy, duplicate, and delete slides.	L1, Page 11-12	TMA
Instructional Objective		Standard Reference	
0201.18 Enhance slides and work with text and objects.		1.1a, 1.2a, 2.2b, 2.2c, 5.1a, 6.1a	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Enhance the appearance of text on a slide by changing the font style, size, case, and alignment.	Microsoft Office 2003 Introductory Course L2, Page 34 - 36	TMA
02	Demonstrate how to change a slide's color scheme.	L2, Page 33	TMA
03	Demonstrate how to copy text formatting by using Format Painter.	L4, Page 115, 116	TMA
04	Demonstrate how to move and size placeholders.	L2, Page 45	TMA
05	Demonstrate how to move and copy text.	L4, Page 131	TMA
06	Demonstrate paragraph formatting by increasing and decreasing paragraph spacing.	L5,6, Page 80,82,83,86,96,98,107,125	TMA
07	Demonstrate how to place items such as slide numbers, date, time, and footers using slide and title master.	L3, Page 95-96	TMA
08	Demonstrate how to add graphics, format text, and format bullets using slide and title master.	L2, Page 29-31	TMA
09	Demonstrate how to work with graphic images using the drawing objects.	L2, Page 33	TMA
10	Demonstrate how to group, ungroup, and layer drawing objects.	L3, Page 76, 88	TMA
11	Create a chart, table, and an organization chart slide.	L3, Page 61-73	TMA
Instructional Objective		Standard Reference	
0201.19 Work with slide shows.		1.1a, 1.1b, 1.2a, 3.1c, 4.1b	
No.	Performance Objective	Resource Reference	Assessment

			Correlation
01	Create a slide show from a presentation adding transitions, animation effects, sounds, and timings.	Microsoft Office 2003 Introductory Course L4, Page 120 - 124	TMA
02	Create a continuously running slide show.	L2, Page 50 - 55	TMA
Instructional Objective 0201.20 Slide Construction and Design Theory		Standard Reference 1.1a, 1.1b, 1.2a, 3.1c, 4.1b	
No.	Performance Objective	Resource Reference	Assessment Correlation
01	Create a storyboard in order to design a slide show.	Microsoft Office 2003 Introductory Course	TMA
02	Practice creating slides in outline view.	L1-2, Page 34 - 35	TMA

Idaho Student Information Technology Standards Rationale

Students will live, learn and work in an increasingly complex, technology-driven society. These technology standards are designed to identify foundational skills and processes that students need in order to be productive and successful.

It is essential that computer and technology education be integrated in all grade level content standards. All educators share responsibility for student success.

The eighth grade was chosen because it is considered to be the culmination of the elementary/middle grades and sets the standard for a student entering his or her high school career. Therefore, the following standards are what we expect an eighth grader to know and be able to do in the area of technology.

STANDARD 1: Basic Operations and Concepts

The student will:	Content Knowledge and Skills:
1. Demonstrate a sound understanding of the basic nature and operation of technology systems.	a. Use developmentally appropriate and accurate technology terminology.
	b. Identify the appropriate technology device to complete a task.
	c. Make informed choices among technology systems, resources and services.
2. Demonstrate proficiency in the use of technology.	a. Demonstrate increasingly sophisticated operation of technology components.
	b. Apply strategies for identifying and solving routine software and hardware problems that occur in everyday use.

STANDARD 2: Social, Ethical, and Human Issues

The student will:	Content Knowledge and Skills:
1. Demonstrate an understanding of the ethical, cultural, and societal issues related to technology.	a. Demonstrate knowledge of current changes in technologies and the effect those changes have on the workplace and society.
	b. Demonstrate knowledge of legal and ethical issues when using technology, information sources, and consequences of misuse.
2. Practice responsible use of technology systems, information, and software.	a. Practice responsible use of technological devices and software.
	b. Demonstrate respect for others while using technology.
	c. Exhibit legal and ethical behaviors when using technology and information.

STANDARD 3: Technology Productivity Tools

The student will:	Content Knowledge and Skills:
1. Use technology tools to enhance learning, increase productivity, and promote creativity.	a. Use formatting capabilities of technology for communicating and illustrating.
	b. Use a variety of technology tools for data collection and analysis.
	c. Publish and present information using technology tools.
	d. Use technology tools to support system analysis and modeling.

STANDARD 4: Technology Communications Tools

The student will:	Content Knowledge and Skills:
1. Use telecommunications to collaborate, publish, and interact with peers, experts, and other audiences.	a. Use telecommunications efficiently and effectively to access remote information and communicate with others in support of facilitated and independent learning.
	b. Use technology tools for individual and collaborative writing, communication and publishing activities to create curricular related products for audiences inside and outside the classroom.
	c. Collaboratively use telecommunications and online resources.

STANDARD 5:

Technology Research Tools

The student will:	Content Knowledge and Skills:
1. Use technology to locate, evaluate, and collect information from a variety of sources.	a. Locate information from electronic resources. b. Evaluate the accuracy, relevance, appropriateness, comprehensiveness and bias of electronic information sources.
2. Use technology tools to process data and report results.	a. Select appropriate technology tools for data analysis and reporting.

STANDARD 6: Technology Problem-Solving and Decision Making Tools

Problem solving is inherent in all disciplines. Technology Standard 6 is designed to provide a cumulative (capstone) experience.

The student will:	Content Knowledge and Skills:
1. Use technology resources for solving problems and making informed decisions.	a. Determine when technology is useful, select and use the appropriate tools, and technology resources to solve the problem, and report findings.