

## Ketchikan High School Course Guide

<b>Course Title</b>	<u>Computer Applications</u>	<b>Date Adopted</b>	Revision 06-07
<b>Department</b>	Career & Technical / Business	<b>Course Length</b>	One Semester

### Course Description:

Computer Applications is a one-semester course designed to teach students the basic skills required to operate a computer. This course emphasizes learning the keyboard, formatting documents, use of automatic features, use of edit functions and producing error-free documents.

### Course Outcomes/Standards:

#### **Standard 1. Understand Proper Use of Equipment**

*McRel Business Education: Class not listed*  
*AK Performance: Reading: A*  
*EED Content Standard Technology: A, B, C, E*  
*Industry-based standards: D, B, P*  
*AK Employability Standards: A*  
*AK Cultural Standards: None*  
*Voc/Tech Standards: C, D, E, F, J, K*

Students will learn the following:

- 1.1 Care and use of diskettes.
- 1.2 Power up and power down procedures.
- 1.3 Care of equipment and materials.
- 1.4 Learn about the CPU, keyboard, disk drive, VDT and printer.
- 1.5 Backup and saving procedures.

#### **Standard 2. Develop manipulative mastery of the alphabetic keyboard**

*McRel Business Education: Class not listed*  
*AK Performance: Reading: A*  
*EED Content Standard Technology: B*  
*Industry-based standards: D, B, P*  
*AK Employability Standards: A*  
*AK Cultural Standards: None*  
*Voc/Tech Standards: C, D, E, F, J, K*

Students will learn the following:

- 2.1 The operation of the letter keys and punctuation by touch.
- 2.2 The operation of the basic service keys.
- 2.3 Key sentences and paragraphs with good technique, speed and accuracy.
- 2.4 Use of correct body position while keyboarding.
- 2.5 Use the computer as a means of communication.

**Standard 3. Develop manipulative mastery of the numeric keyboard**

*McRel Business Education: Class not listed*

*AK Performance: Reading: A*

*EED Content Standard Technology: B*

*Industry-based standards: D, B, P*

*AK Employability Standards: A*

*AK Cultural Standards: None*

*Voc/Tech Standards: C, D, E, F, J, K*

Students will learn the following:

- 3.1 To learn the location of each number key.
- 3.2 To learn how to strike each number key properly with the correct finger.
- 3.3 To build keyboarding speed and technique on copy containing numbers.
- 3.4 To improve keyboarding speed and technique on alphanumeric copy.

**Standard 4. Develop ability to format documents in word processor**

*McRel Business Education: Class not listed*

*AK Performance: Reading: A*

*EED Content Standard Technology: A, B, C, E*

*Industry-based standards: D, B, P*

*AK Employability Standards: A*

*AK Cultural Standards: None*

*Voc/Tech Standards: C, D, E, F, J, K*

Students will learn the following:

- 4.1 To format documents, including but not limited to: business and personal correspondence; reports and tables.
- 4.2 To learn to align copy vertically and horizontally.
- 4.2 To become familiar with the different types of fonts, styles, sizes and spacing options available.

**Standard 5. Develop ability to process documents that are acceptable in format, language usage and error detection and correction through the use of a word processor**

*McRel Business Education: Class not listed*

*AK Performance: Reading: A*

*EED Content Standard Technology: B*

*Industry-based standards: D, B, P*

*AK Employability Standards: A*

*AK Cultural Standards: None*

*Voc/Tech Standards: C, D, E, F, J, K*

Students will learn the following:

- 5.1 To proofread and edit copy.
- 5.2 To choose the appropriate printing medium.
- 5.3 Demonstrate proper language usage on straight-copy material.
- 5.4 Learn how to use spell check.

**Standard 6. Develop ability to use automatic features the equipment provides to perform various editing functions**

*McRel Business Education: Class not listed*

*AK Performance: Reading: A*

*EED Content Standard Technology: B*

*Industry-based standards: D, B, P*

*AK Employability Standards: A*

*AK Cultural Standards: None*

*Voc/Tech Standards: C, D, E, F, J, K*

Students will learn the following:

- 6.1 The student will learn special editing functions of the computer including, but not limited to: automatic centering, saving, retrieving, printing, insert, delete, move, indent, paginate, spell check, page numbering, justifying, word wrap, etc. (These activities will be contingent upon the software being learned at the time.)

**Standard 7. Understand job skills, work ethic and future trends in computer technology**

*McRel Business Education: Class not listed*

*AK Performance: Reading: A*

*EED Content Standard Technology: D, E*

*Industry-based standards: D, B, P*

*AK Employability Standards: A, B*

*AK Cultural Standards: A, B, D*

*Voc/Tech Standards: C, D, E, F, J, K*

Students will learn the following:

- 7.1 Document student's attendance.
- 7.2 Document follow through on projects.
- 7.3 Ability to work with others.
- 7.4 Copyright laws.
- 7.5 Discussion of cultural changes in the workplace.
- 7.6 Awareness of new technology and how it will affect the workplace.
- 7.7 Future job trends.
- 7.8 Environmental issues of computer technology.
- 7.9 Work ethics.

**Standard 8. Understand the operations and capabilities of the keyboarding software**

*McRel Business Education: Class not listed*

*AK Performance: Reading: A*

*EED Content Standard Technology: A, C*

*Industry-based standards: D, B, P*

*AK Employability Standards: A*

*AK Cultural Standards: None*

*Voc/Tech Standards: C, D, E, F, J, K*

Students will learn the following:

- 8.1 Learn to use the software manual so as to be able to locate and retrieve information as needed.
- 8.2 Learn to insert the disk and power up the equipment.
- 8.3 Learn to follow and apply directions and prompts as instructed by the software program.

**Standard 9. Understand computer and technological terminology**

*McRel Business Education: Class not listed*

*AK Performance: Reading: A*

*EED Content Standard Technology: A*

*Industry-based standards: D, B, P*

*AK Employability Standards: A*

*AK Cultural Standards: None*

*Voc/Tech Standards: C, D, E, F, J, K*

Students will learn the following:

- 9.1 Learn and define the proper terminology such as: video display terminal, DOS, Byte, CPU, disk, disk drive, escape, edit, enter, delete, cursor, font, PC, word processing, merge, boot up, control, different languages, parts of the computer, etc.

**Standard 10. Understand the operation capabilities of a database**

*McRel Business Education: Class not listed*

*AK Performance: Reading: A*

*EED Content Standard Technology: A, B, C, E*

*Industry-based standards: D, B, P*

*AK Employability Standards: A*

*AK Cultural Standards: None*

*Voc/Tech Standards: C, D, E, F, J, K*

Students will learn the following:

- 10.1 Learn to create a database document.
- 10.2 Learn to edit a database document.
- 10.3 Learn to organize a database document.
- 10.4 Produce a report.
- 10.5 Learn database menus.

**Desired Affective Outcomes:**

Understand computer ethics and laws surrounding software

**Instructional Materials:**

*All The Right Type (software)*

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Version V1.3

Microcomputer Keyboarding and Document Processing

Jack E. Johnson and Carol Stanley

Glencoe Macmillan/McGraw-Hill

**Technology Resources**

*All The Right Type (see above)*

*Clarisworks 4.0*

*Tech Resources*

*Microsoft Office*