

## Computer Applications Outline – 450 Hours

Major Units of Instruction Foundation and Academic Standards Aligned Information Technology Sector – Information Support and Services Pathway (A)	Expected Student Learning Results (ESLRs)	Assessment & Materials	450 Hrs	Academic Standards Reinforced
<b>I. ORIENTATION</b>				
A. Describe subject area to be taught B. Discuss training plan and class rules C. Office ergonomics instruction D. Personal grooming E. Telephone techniques F. Field trip and/or guest speakers G. Sexual harassment	* Responsible Individual * Interpersonal Learners * Effective Communicators * Technological Producers * Problem Solvers	*Classroom Discussion * Read Course Outline	<b>5</b>	Language Arts (8) R 1.3, 2.6 W1.3, 2.5. LC 1.4,1.5, 1.6 LS1.2, 1.3, 1.7 (9/10) R2.1,2.3,2.6; W2.5; LC1.4; LS 1.1, 2.3 (11/12) R2.3; W2.5; LC1.2 Math (7) NS1.2, 1.3, 1.7 MR 1.1,1.3,2.1, 2.7,2.8, 3.1 CAHSEE Lang. Arts R 8.2.1 (9/10) R 2.1, 2.3; W2.5 Math (7) NS 1.2, 1.3, 1.7 MR 1.1, 2.1, 3.1
<b>II. KEYBOARDING</b>				
	* Industrial/Tech Producer * Effective Communicators * Problem Solvers	* Tutorials	20	
<b>II. ESSENTIAL EMPLOYABILITY SKILLS AND CAREER PREPARATION STANDARDS</b>				
A. Understand how personal skill development affect employability (positive attitude, honesty, self-confidence, time management)8.3 B. Understand career awareness, paths and strategies for obtaining employment 3.0 C. Understand and prepare for employment (resume, job application, job interview, portfolio development) Job Search Skills 3.6	* Technological Producers * Interpersonal Learners * Problem Solvers * Responsible Individual * Effective Communicators	* Mock Interview * Portfolio Development * Personal Qualities * Effective Information	<b>10</b>	2.5(11 <sup>th</sup> &12 <sup>th</sup> )job apps &resumes 2.4 (2.3 grade 9&10) – appropriate interview technique  2.0 Communication Encompasses written + oral of many types/genres,
D. Understand principles of effective interpersonal skills (group dynamics, conflict resolution, negotiations) 9.0 E. Understand the importance of good academic skills, critical thinking and problem-solving in the workplace 1.0, 5.0 F. Understand principles of effective communication 2.0	* Technological Producers * Interpersonal Learners * Problem Solvers * Responsible Individual * Effective Communicators	* Mock Interview * Portfolio Development * Personal Qualities * Effective Information	<b>10</b>	
G. Understand occupational safety issues and observe all safety rules 6.0 H. Understand and adapt to changing technology 4.0	* Technological Producers * Interpersonal Learners * Problem Solvers * Responsible Individual * Effective Communicators	* Mock Interview * Portfolio Development * Personal Qualities * Effective Information	<b>5</b>	
<b>III. OFFICE CORE SKILLS (A6.0, A7.0)</b>				

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A. Oral communication & presentation B. Improving keyboarding skills 1. Drills for correcting recurring errors 2. Drills for speed building 3. Drills for endurance 4. Drills for rhythm and smoothness	* Technological Producer * Interpersonal Learners * Effective Communicators * Problem Solvers	* Test * Proofread Portfolio and other Documents * Business Documents	<b>40</b>	2.0 Communication Encompasses written + oral of many types/genres,
C. Math computation review D. Machine calculation E. Human Relations F. Telecommunications (e.g. fax, Internet, e-mail) G. Office ergonomics instructions	* Technological Producer * Interpersonal Learners * Effective Communicators * Problem Solvers	* Test * Proofread Portfolio and other Documents * Business Documents	<b>20</b>	Math 1.1 (gr 7) Applications of Reasoning (1.1, 2.1, 2.2, 2.8, 3.2)
H. Manual filing I. Photocopying	* Technological Producer * Interpersonal Learners * Effective Communicators * Problem Solvers	* Test * Proofread Portfolio and other Documents * Business Documents	<b>10</b>	
<b>IV. BUSINESS ENGLISH SKILLS</b>				
A. <i>Basic grammar and punctuation</i> B. <i>Spelling and word choice</i> C. <i>Writing fluency and coherence 2.2: 1.9</i> D. <i>Formatting of business documents 2.2: 2.6</i>	* <i>Responsible Citizens</i> * <i>Interpersonal Learners</i> * <i>Effective Communicators</i> * <i>Problem Solvers</i>	* <i>Business Compositions</i> * <i>Portfolio Entries</i> * <i>Electronic Aids</i>	<b>15</b>	Writing 2.2(gr 9&10): 1.9 Revise writing and 2.6 Technical Docs. & (gr 11/12) 1.1,1.2
<b>V. AUTOMATED MODULES (A6.0, A7.0, A8.0, A9.0, A10.0)</b>				
A. <i>Introduction to computers and data processing</i> B. <i>Operation of computer and operating systems</i> C. <i>Word processing modules (A8.0)</i> 1. <i>Creating and saving documents</i> 2. <i>Inserting and deleting text</i> 3. <i>Margins, tab setting menu</i> 4. <i>Using tool menu such as spell check and thesaurus</i> D. <i>Specialized units</i> 1. <i>Word processing practice sets</i> 2. <i>Work on a variety of projects</i> E. <i>Desktop and/or electronic publishing (A6.0, A7.0)</i> F. <i>Adobe Illustrator</i> G. <i>Adobe Photoshop</i> H. <i>Adobe InDesign</i> I. <i>Microsoft Publisher</i> F. <i>MCHS Web Page Design</i>	* <i>Responsible Individual</i> * <i>Interpersonal Learners</i> * <i>Effective Communicators</i> * <i>Technological Producers</i> * <i>Problem Solvers</i>	* <i>Classroom Activities</i> * <i>Portfolio</i> * <i>Project Driven</i> * <i>Independent Learning</i> * <i>Tests</i> * <i>Yearbook</i> * <i>Cooperative Activities</i>	<b>40</b>	2.0 communications, 2.1 reading, 2.2, 2.1, 2.3, 2.2 writing & appl. 1.1, 1.3, (Comp 9&10: 2.1, 2.6, 2.7)
F. <i>Problem solving with computers</i> G. <i>Word processing modules (A8.0)</i> 1. <i>Working with tables and borders</i> 2. <i>Use of Headers, footers</i> 3. <i>Use of graphics, textboxes, symbols and bullets</i> H. <i>Work on a variety of projects</i> I. <i>Machine transcription</i>	* <i>Responsible Individual</i> * <i>Interpersonal Learners</i> * <i>Effective Communicators</i> * <i>Technological Producers</i> * <i>Problem Solvers</i>	* <i>Classroom Activities</i> * <i>Portfolio</i> * <i>Project Driven</i> * <i>Independent Learning</i> * <i>Tests</i>	<b>40</b>	1.6, 1.7, 1.8, 2.5, 2.6, 2.3 Written & oral eng., 1.1 – 1.5 8.0 Ethics 8.2, 9.0 Leadership 9.2, 10.0 Technological 10.1, 10.3, 10.6, 10.7, 10.8, 11.0 demonstrate & application

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<p><i>J. Operating Systems</i></p> <ol style="list-style-type: none"> <li>1. Programming fundamentals - BASIC, HTML, LOGO, other</li> <li>2. Virus awareness</li> </ol> <p><i>K. Word processing modules (A8.0)</i></p> <ol style="list-style-type: none"> <li>1. Printing commands</li> <li>2. Using mail merge</li> </ol> <p><i>L. Work on a variety of projects</i></p> <p><i>M. Electronic spreadsheet modules (A7.0: A7.1,A7.2)</i></p> <ol style="list-style-type: none"> <li>1. Creating spreadsheets</li> <li>2. Generating graphics</li> <li>3. Transferring data among information management systems</li> </ol> <p><i>N. Electronic data base management modules (A10.0)</i></p> <ol style="list-style-type: none"> <li>1. Methods of sorting</li> <li>2. Methods of filing</li> <li>3. Create files, store, retrieve, perform calculations</li> </ol>	<p><i>* Responsible Individual</i></p> <p><i>* Interpersonal Learners</i></p> <p><i>* Effective Communicators</i></p> <p><i>* Technological Producers</i></p> <p><i>* Problem Solvers</i></p>	<p><i>* Classroom Activities</i></p> <p><i>* Portfolio</i></p> <p><i>* Project Driven</i></p> <p><i>* Independent learning</i></p> <p><i>* Tests</i></p>	<b>30</b>	<p>2.4 listening, 1.2, 1.3, 1.7, 2.3, 2.5, 2.4, 1.0 academics 1.1 math 5.0 13.0 15.0 25.2 1.2 science 1a,1d 10 Technical, 10.1 – 10.3, 10.4, 10.6, 10.7, 10.8 4.0 Technology 4.2, 5.0 problem solving, 5.1, 5.4, 5.2, 11.0 Demonstration &amp; Applications</p>
<b>VI. OPTIONAL BUSINESS APPLICATIONS</b>				
<p><i>A. Payroll</i></p> <p><i>B. Accounts receivable</i></p> <p><i>C. Accounts payable</i></p> <p><i>D. Multi media presentation</i></p>	<p><i>* Responsible Individual</i></p> <p><i>* Interpersonal Learners</i></p> <p><i>* Effective Communicators</i></p> <p><i>* Technological Producers</i></p> <p><i>* Problem Solvers</i></p>	<p><i>* Classroom Activities</i></p> <p><i>* Portfolio</i></p> <p><i>* Project Driven</i></p> <p><i>* Independent learning</i></p> <p><i>* Tests</i></p>	<b>40</b>	<p>1.3 History, 3.5, 12.1 economics, 12.2.1, 12.2.2, 12.2.8, 12.4.2, 12.4.3</p>
<p><i>E. Bank reconciliation</i></p> <p><i>F. Income tax</i></p> <p><i>G. Electronic typewriter module (e.g. forms, envelopes)</i></p>	<p><i>* Responsible Individual</i></p> <p><i>* Interpersonal Learners</i></p> <p><i>* Effective Communicators</i></p> <p><i>* Technological Producers</i></p> <p><i>* Problem Solvers</i></p>	<p><i>* Classroom Activities</i></p> <p><i>* Portfolio</i></p> <p><i>* Project Driven</i></p> <p><i>* Independent learning</i></p> <p><i>* Tests</i></p>	<b>25</b>	
<b>VII. YEARBOOK MODULE</b>				
<p><i>A. Demonstrates knowledge of job planning and development.</i></p> <p><i>B. Use principles and elements of design for placing text and images.</i></p> <p><i>C. Competent in the use of typography.</i></p> <p><i>D. Demonstrates photo layout and edit techniques. B1.2</i></p>	<p><i>* Responsible Individual</i></p> <p><i>* Interpersonal Learners</i></p> <p><i>* Effective Communicators</i></p> <p><i>* Technological Producers</i></p> <p><i>* Problem Solvers</i></p>	<p><i>* Yearbook</i></p> <p><i>* Cooperative Activities</i></p>	<b>230</b>	<p>Math 1.1 (Gr 7) * Reasoning all in framework</p>
<b>TOTAL HOURS - Certificate issued at end of program will include hardware and software learned in class</b>			<b>450</b>	