

Course: Computer Applications (0.5 Units)
Instructor: Mr. Josh Seeger
Textbook: Century 21 Keyboarding and Information Processing
Programs: MicroType Pro
Microsoft Office 2000

Course Purpose: Computer Applications is designed for students who are able to operate a computer keyboard using the touch method. This skill will be enhanced and applied to: (1) formatting documents useful in the personal life of a student/citizen, (2) researching on the Internet, (3) preparing a PowerPoint presentation

Course Outcomes: Upon successful completion of this class, students will have...

1. Continued keyboarding skill development using touch method
2. Learned to operate correctly all classroom equipment
3. Learned all the functions that can be accomplished with the classroom computer programs
4. Leaned to organize class information neatly in a personal notebook for references when completing assignments
5. Developed the skill to follow directions and make good classroom decisions
6. Developed the ability to use class time wisely
7. Developed good Christian work habits and ethics that will positively impact future personal and professional life
8. Developed the highest speed possible with accuracy
9. Developed a proofreading skill, the ability to recognize and correct errors
10. Leaned the numeric keypad using the touch method
11. Leaned to format documents that are useful in the personal life of a student/citizen, i.e., personal business letters, envelopes, tables, and academic reports.
12. Received an introduction to formatting in a business-related context; i.e., memos and business letters
13. Learned how to access information using the internet and demonstrated efficient internet navigation
14. Leaned how to develop a PowerPoint presentation, deliver that presentation to an audience, identify criteria for judging the effectiveness of the presentation, and judge how well the production meets the criteria

Course Outline:

Unit One: Numeric Keypad

- Learn the correct reach for the numbers on the numeric keypad
- Apply the proper technique while practicing the reaches on the numeric keypad

Textbook: MicroType Pro

Number of days (approximate): 10

S. O. 4, 6

D. O. 2.1, 2.3, 3.5, 5.3, 7

W.S.S. A4.10, B4.2, B.8.5, B.810, B12.3, J.4.2-J4.6

Unit Two: Formatting Correspondence

- Learn to format a memo in block style used in personal, professional, and business communications

- Learn the definition of a personal business letter and when a personal business letter would be used
- Learn the parts of a personal business letter
- Learn the format of a personal business letter in block style with open punctuation
- Learn the differences between a personal business letter and a business letter and when a business letter would be used
- Learn the parts of a business letter
- Learn to format a business letter in block style with open punctuation
- Learn how to format a letter address and a return address on an envelope
- Learn the correct way to fold a letter to be inserted into a small and a large envelope

Textbook: pages 114-132

Number of days (approximate): 20

S. O. 6

D. O. 3.5, 4, 5.3, 7

W.S.S. A4.4, A4.10, B4.2, B8.2, B8.3, B8.9, B8.10, J4.2-J4.7

Unit Three: Formatting Academic Reports

- learn to format one-page and multi-page academic reports
- learn to format sideheadings in an academic report
- learn to format listed items in an academic report
- learn to format parenthetical references in an academic report
- learn to format endnotes in an academic report
- learn to format endnotes page for an academic report
- learn to format a works cited page for an academic report
- learn to format a title page for an academic report
- learn to format an outline for an academic report

Textbook: pages 144-153

Number of days (approximate): 10

S. O. 6

D. O. 3.5, 4, 5.3, 7

W.S.S. A8.1, B8.9, B8.10, J4.2-J4.6

Unit Four: Formatting Tables

- learn to format multi-column tables with main headings, secondary headings, and columnar headings

Textbook: pages 157-162

Number of days (approximate): 5

S.O. 6

D. O. 3.5, 4, 5.3, 7

Unit Five: Basic Internet

- learn advanced uses of search engines
- learn file transfer protocol
- learn how to discern between credible and non-credible web pages

Textbook: handouts

Number of days (approximate): 15

S. O. 4, 6

D. O. 1.1, 1.2, 2, 3, 5, 6.2, 6.3, 7

W.S.S. A8.2, A.83, AI2.1, B4.10, B8.11, B8.12, B12.1, J4.2-J4.6

Unit Six: PowerPoint Presentation

- learn to use the AutoContent wizard
- learn to plan an effective presentation
- learn to choose a look for a presentation
- learn to enter slide text
- learn to create a new slide
- learn to evaluate a presentation
- learn to follow etiquette rules when delivering a presentation

Textbook: PowerPoint 97

Number of days (approximate): 10

S. O. 4, 6

D. O. 1.1, 1.2, 2, 3, 5.3, 6.2, 7

W.S.S. ABS.5, BBS.8, JBS.2, A8.4, A8.2, A8.5,

Instructional Strategies:

- Lecture and overhead presentations 10%
- Drill work and practice 10%
- Production work and testing 70%
- Timed writings 10%

Grading:

- Daily Work 50%
- Culminating Activity 20%
- Class Participation/Work Ethic 15%
- Freewrites 10%
- Timed Writings 5%

Student Materials:

- Writing Utensil
- Spiral Notebook
- Pocket Folder

Student Responsibilities:

- Be in seat on time.
- Bring proper supplies to each class period.
- Respect teacher, classmates, and classroom equipment.
- Make wise use of the classroom time given to you. Be a good steward.
- Don't pack up until given OK.
- Complete all assignments on time.

“For Christ’s love compels us, because we are convinced that one died for all...and He (Jesus Christ) died for all, that those who live should no longer live for themselves, but for Him who died for them and was raised again...” (2 Corinthians 5:14)

APPENDIX

Computer Applications

Mr. Josh Seeger

Business Education Outcomes

Unit One. Numeric Keyboard

- 2.1 A technology integrator who recognizes and adjusts to changes in technology
- 2.2 A technology integrator who implements new ideas
- 3.5 An effective communicator who listens carefully and is able to follow directions
- 5.3 An ethical Christian who shows consideration and kindness to others
- 7.3 A quality producer who recognizes quality work, demonstrates quality work, and possesses positive work attitude

Unit Two. Formatting Correspondence

- 3.5 Listen carefully and are able to follow directions
- 4.1 Analyze situations
- 4.2 Recognize options
- 4.3 Recommend solutions
- 5.3 Show consideration and kindness to others
- 7.1 Recognize quality work
- 7.2 Demonstrate quality work
- 7.3 Possess positive work attitudes

Unit Three. Formatting Academic Reports

- 3.5 Listen carefully and are able to follow directions
- 4.1 Analyze situations
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- 4.3 Recommend solutions

Unit Four. Formatting Tables

- 3.5 Listen carefully and are able to follow directions.
- 4.4 Analyze situations
- 4.5 Recognize options
- 4.6 Recommend solutions
- 5.4 Show consideration and kindness to others
- 7.4 Recognize quality work
- 7.5 Demonstrate quality work
- 7.6 Possess positive work attitudes

Unit Five. Basic Internet

- 1.1 Incorporate other worker's ideas
- 1.2 Produce through joint efforts
- 2.1 Recognize and adjust to change in technology
- 2.2 Assess, evaluate, and address a technological situation
- 2.3 Implement new ideas
- 3.1 Organize thoughts and/or ideas

- 3.2 Paraphrase ideas of others
- 3.3 Transmit messages to the receiver
- 3.4 Work in harmony with others
- 3.5 Listen carefully and are able to follow directions
- 5.1 Recognize improper situations and avoid or correct them
- 5.2 Distinguish what is right in light of Christian values
- 5.3 Show consideration and kindness to others
- 6.2 Analyze business situations and recommend appropriate solutions
- 6.3 Adapt to change
- 7.1 Recognize quality work
- 7.2 Demonstrate quality work
- 7.3 Possess positive work attitudes

Unit Six. PowerPoint

- 1.1 Incorporate other workers' ideas
- 1.2 Produce through joint efforts
- 2.1 Recognize and adjust to change in technology
- 2.2 Assess, evaluate, and address a technological situation
- 2.3 Implement new ideas
- 3.1 Organize thoughts and/or ideas
- 3.2 Paraphrase ideas of others
- 3.3 Transmit messages to the receiver
- 3.4 Work in harmony with others
- 3.5 Listen carefully and are able to follow directions
- 5.3 Show consideration and kindness to others
- 6.2 Analyze business situations and recommend appropriate solutions
- 7.1 Recognize quality work
- 7.2 Demonstrate quality work
- 7.3 Possess positive work attitudes

Wisconsin State Standards

Unit One. Numeric Keyboard

- A4.10 Follow oral directions
- B4.2 Open and close a program
- B8.5 Demonstrate touch keyboarding skills at acceptable speed and accuracy levels
- B12.3 Enter and manipulate data using the touch method on a ten-key pad
- J4.3 Demonstrate courtesy to others
- J4.4 Demonstrate respect to others
- J4.5 Demonstrate good manners
- J4.6 Respect the rights and feelings of others

Unit Two. Formatting Correspondence

- A4.4 Take notes
- A4.10 Follow oral directions
- B4.2 Open and close a program
- B8.2 Have a basic understanding and use of file management

- B8.3 Use a medium to store, retrieve, and backup information
- B8.9 Proofread and edit documents
- B8.10 Demonstrate the use of print functions
- J4.2 Follow oral directions
- F4.3 Demonstrate courtesy to others
- F4.4 Demonstrate respect to others
- F4.5 Demonstrate good manners
- F4.6 Respect the rights and feelings of others

Unit Three. Formatting Academic Reports

- B8.9 Proofread and edit documents
- B8.10 Demonstrate the use of print functions
- J4.2 Follow oral directions
- F4.3 Demonstrate courtesy to others
- F4.4 Demonstrate respect to others
- F4.5 Demonstrate good manners
- F4.6 Respect the rights and feelings of others

Unit Four. Formatting Tables

- A8.1 Write, edit, and revise business correspondence, outlines, summaries, and reports using correct grammar, mechanics, and word usage
- A4.4 Take notes
- A4.10 Follow oral directions
- B4.2 Open and close a program
- B8.2 Have a basic understanding and use of file management
- B8.3 Use a medium to store, retrieve, and backup information
- B8.9 Proofread and edit documents
- B8.10 Demonstrate the use of print functions
- J4.2 Follow oral directions
- J4.3 Demonstrate courtesy to others
- J4.4 Demonstrate respect to others
- J4.5 Demonstrate good manners
- J4.6 Respect the rights and feelings of others

Unit Five. Basic Internet

- A8.2 Differentiate between paraphrasing, documentation, and plagiarism
- A8.3 Demonstrate the ability to paraphrase and document sources
- A12.1 Use a variety of references and resources (electronic and printed) for the purpose of writing business documents
- B4.10 Access the internet
- B4.11 Listen to speakers who use current technology
- B8.11 Identify security issues pertaining to computer systems
- B8.12 Use the Internet to obtain information
- B12.1 Access, navigate, and use on-line services
- J4.2 Follow oral directions
- J4.3 Demonstrate courtesy to others
- J4.4 Demonstrate respect to others

- J4.5 Demonstrate good manners
- J4.6 Respect the rights and feelings of others

Unit Six. PowerPoint

- ABS.5 Give a formal presentation using appropriate graphics, media, and support materials
- BBS.8 Use multimedia software to design, create, and produce a variety of presentations
- JBS.2 Plan and present short presentations individually or as a member of a team
- A8.4 Present brief impromptu remarks pertaining to topics of current or general interest
- A8.2 Differentiate between paraphrasing, documentation, and plagiarism
- A8.5 Plan, draft, and revise a spontaneous piece that demonstrates effective language use, structure, style, and correctness