

Wyoming Department of Education Required Virtual Education Course Syllabus

Niobrara County School District # 1

Program Name	Wyoming Virtual Academy	Content Area	VE
Course ID	D-TCH-010V3-K	Grade Level	9-12
Course Name	Computer Literacy	# of Credits	0.5
SCED Code	10001G0.5011	Curriculum Type	K12 Inc

COURSE DESCRIPTION

Typically a 9-week course. Today's students must be able to effectively use technology to research, organize, create, and evaluate information. This course provides a foundation in the skills and concepts that define computer literacy in the twenty-first century. From the basics of keyboarding to Internet research techniques, document creation, and digital citizenship, students practice essential skills through hands-on projects.

WYOMING CONTENT AND PERFORMANCE STANDARDS

STANDARD#	BENCHMARK (Standard/Indicator) Use the Standards and Benchmarks as Spreadsheets
CV12.2.1	College and career-ready students communicate clearly, effectively, and with reason.
CV12.2.2	College and career-ready students identify and model integrity, ethical leadership and effective management skills.
CV12.2.4	College and career-ready students apply safe, legal, and responsible use of information and technology as appropriate to the task.
CV12.3.1	College and career-ready students identify and define authentic problems and significant questions for investigation.
CV12.3.3	College and career-ready students employ valid and reliable research strategies and apply prior knowledge to solve a problem or complete a project.
CV12.4.1	College and career-ready students produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience. (*CCSS W.11.4)
CV12.4.2	College and career-ready students determine the meaning of symbols, key terms, and other content-specific words and phrases as they are used in technical context. (*Adapted from CCSS RL.9.11)
CV12.4.3	College and career-ready students acquire, manipulate, analyze, diagnose, and/or report information, using the appropriate technology.
CV12.4.4	College and career-ready students precisely follow a complex multistep procedure when performing technical tasks. (*Adapted from CCSS RL.9.3)
CV12.5.1	College and career-ready students manage resources to develop, analyze, and implement systems and applications.
CV12.5.2	College and career-ready students productively complete tasks taking constraints, priorities and resources into account.
CV12.5.3	College and career-ready students safely and ethically use current industry-standard tools and emerging technologies.
CV12.5.4	College and career-ready students utilize technology to develop innovative solutions or products.

SCOPE AND SEQUENCE		
UNIT OUTLINE	STANDARD#	OUTCOMES OBJECTIVES/STUDENT CENTERED GOALS
Unit 1: Inside the Personal Computer Lesson 1: Unit 1 Introduction	0	0
Unit 1: Inside the Personal Computer Lesson 2: A History of Personal Computing	CV12.2.1, CV12.2.2, CV12.3.1, CV12.4.1, CV12.4.2	After you have completed this section, you will be able to Utilize the Internet to explore the history of computers. Compare and contrast different types of computers.
Unit 1: Inside the Personal Computer Lesson 3: The Key Building Blocks of a Computer	CV12.4.2	Demonstrate an understanding of the inner workings of a computer system. Demonstrate an understanding of computer basics, concepts, systems, and operations. Identify the basic parts of the computer and their functions.
Unit 1: Inside the Personal Computer Lesson 4: Operating Systems	0	Identify what an operating system is and how it works; specifically, Microsoft Windows. Demonstrate an understanding of common problems related to Microsoft Windows. Discuss the benefits and drawbacks of Microsoft Windows.
Unit 1: Inside the Personal Computer Lesson 5: Microsoft Windows	CV12.2.1, CV12.2.2, CV12.4.1, CV12.4.2, CV12.4.3	Explore the basics of Microsoft Windows. Manipulate and control the Windows desktop, files, and devices. Identify common elements of Windows applications.
Unit 1: Inside the Personal Computer Lesson 6: Technology and the Future	CV12.2.1, CV12.2.2, CV12.3.1, CV12.4.1, CV12.4.2	Identify some of the current trends in technology. Relate that technology will be forever changing.
Unit 1: Inside the Personal Computer Lesson 6: Technology and the Future	CV12.2.1, CV12.2.2, CV12.3.1, CV12.4.1, CV12.4.2	Identify some of the current trends in technology. Relate that technology will be forever changing.
Unit 1: Inside the Personal Computer Lesson 6: Technology and the Future	CV12.2.1, CV12.2.2, CV12.3.1, CV12.4.1, CV12.4.2	Identify some of the current trends in technology. Relate that technology will be forever changing.
Unit 2: Data Types Lesson 1: Unit 2 Introduction	0	Define data and demonstrate understanding of the ways data is used.

Lesson 2: Key Types of Data and Usage		Compare and contrast different types of data.
Unit 2: Data Types Lesson 2: Key Types of Data and Usage	CV12.4.2	Define data and demonstrate understanding of the ways data is used. Compare and contrast different types of data.
Unit 2: Data Types Lesson 3: Presenting Data: Case Study	0	Describe one way data can be displayed visually.
Unit 2: Data Types Lesson 4: Open Office and Microsoft Office	CV12.4.2	Identify Microsoft Office or Open Office applications. Identify fundamental concepts and usage relating to office/productivity applications. Select the appropriate application according to the type of work and data needed.
Unit 2: Data Types Lesson 4: Open Office and Microsoft Office	CV12.4.2	Identify Microsoft Office or Open Office applications. Identify fundamental concepts and usage relating to office/productivity applications. Select the appropriate application according to the type of work and data needed.
Unit 2: Data Types Lesson 5: Knowing Your Audience	0	Identify which Open Office or Microsoft Office applications are appropriate for which type of audience. Explore how to create powerful and effective presentations.
Unit 2: Data Types Lesson 6: The Internet	CV12.4.2	Identify how to use the Internet safely. Describe the benefits and drawbacks of researching on the Internet. Identify legal and ethical uses of the Internet and information obtained from it.
Unit 2: Data Types Lesson 6: The Internet	CV12.4.2	Identify how to use the Internet safely. Describe the benefits and drawbacks of researching on the Internet. Identify legal and ethical uses of the Internet and information obtained from it.
Unit 3: Documents Lesson 1: Unit 3 Introduction Lesson 2: Uses of Writer and Word	0	Demonstrate an understanding of basic concepts and features of Writer or Word.
Unit 3: Documents Lesson 3: Creating a Document with Writer or Word	CV12.2.1, CV12.2.2, CV12.4.1,	Explore fundamental concepts and usage relating to Writer or Word. Create and save a document in Writer or Word.

	Cv12.4.2, CV12.4.3	
Unit 3: Documents Lesson 3: Creating a Document with Writer or Word	CV12.2.1, CV12.2.2, CV12.4.1, Cv12.4.2, CV12.4.3	Explore fundamental concepts and usage relating to Writer or Word. Create and save a document in Writer or Word.
Unit 3: Documents Lesson 4: Formatting Fonts	0	0
Unit 3: Documents Lesson 4: Formatting Fonts	0	0
Unit 3: Documents Lesson 5: Formatting Paragraphs	0	Apply paragraph formatting to a Writer or Word document.
Unit 3: Documents Lesson 5: Formatting Paragraphs	0	Apply paragraph formatting to a Writer or Word document.
Unit 3: Documents Lesson 6: More Formatting	CV12.4.2	Explore fundamental concepts and usage relating to Writer and Word. Format text and documents. Practice ethical use of the Internet and information obtained from the Internet.
Unit 3: Documents Lesson 6: More Formatting	CV12.4.2	Explore fundamental concepts and usage relating to Writer and Word. Format text and documents. Practice ethical use of the Internet and information obtained from the Internet.
Unit 3: Documents Lesson 6: More Formatting	CV12.4.2	Explore fundamental concepts and usage relating to Writer and Word. Format text and documents. Practice ethical use of the Internet and information obtained from the Internet.
Unit 4: Spreadsheets Lesson 1: Unit 4 Introduction Lesson 2: Spreadsheets	0	Explain fundamental concepts and usage relating to Open Office Calc or Microsoft Excel.
Unit 4: Spreadsheets Lesson 3: Anatomy of a Spreadsheet	0	Explore Open Office Calc or Microsoft Excel. Identify parts of a spreadsheet. Practice opening a new Calc or Excel spreadsheet.
Unit 4: Spreadsheets Lesson 4: Creating a Spreadsheet	CV12.2.4, CV12.4.2, CV12.4.3,	Generate, format, and modify spreadsheets. Create a budget using Open Office Calc or Microsoft Excel.

	CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4	
Unit 4: Spreadsheets Lesson 4: Creating a Spreadsheet	CV12.2.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4	Generate, format, and modify spreadsheets. Create a budget using Open Office Calc or Microsoft Excel.
Unit 4: Spreadsheets Lesson 5: Formatting a Spreadsheet		0 Generate, format, and modify spreadsheets. Identify poor spreadsheet formatting.
Unit 4: Spreadsheets Lesson 5: Formatting a Spreadsheet		0 Generate, format, and modify spreadsheets. Identify poor spreadsheet formatting.
Unit 4: Spreadsheets Lesson 6: Formulas	CV12.4.2	Generate, format, and modify spreadsheets. Manage data in spreadsheets. Explore using formulas in Open Office Calc or Microsoft Excel.
Unit 4: Spreadsheets Lesson 6: Formulas	CV12.4.2	Generate, format, and modify spreadsheets. Manage data in spreadsheets. Explore using formulas in Open Office Calc or Microsoft Excel.
Unit 4: Spreadsheets Lesson 6: Formulas	CV12.4.2	Generate, format, and modify spreadsheets. Manage data in spreadsheets. Explore using formulas in Open Office Calc or Microsoft Excel.
Unit 5: Presentations Lesson 1: Unit 5 Introduction Lesson 2: Presentations	CV12.2.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4	Explore fundamental concepts and usage relating to Open Office Impress or Microsoft PowerPoint. Identify the basic elements of an Open Office Impress or Microsoft PowerPoint presentation.
Unit 5: Presentations Lesson 3: Creating and Formatting a Presentation		0 Explore fundamental concepts and usage relating to Open Office Impress or Microsoft PowerPoint. Identify the basic elements of an Open Office Impress or Microsoft PowerPoint presentation. Create and manipulate presentations.

Unit 5: Presentations Lesson 4: Drawing Diagrams	0	Identify the basic elements of an Open Office Impress or Microsoft PowerPoint presentation. Manipulate Impress or PowerPoint presentations. Create diagrams within Impress or PowerPoint.
Unit 5: Presentations Lesson 4: Drawing Diagrams	0	Identify the basic elements of an Open Office Impress or Microsoft PowerPoint presentation. Manipulate Impress or PowerPoint presentations. Create diagrams within Impress or PowerPoint.
Unit 5: Presentations Lesson 5: Tables	0	Identify the basic elements of an Open Office Impress or Microsoft PowerPoint presentation. Manipulate Impress or PowerPoint presentations. Create and insert tables within Impress or PowerPoint.
Unit 5: Presentations Lesson 6: Slide Show, Speaker Notes, and Outline Mode	0	Explore the different modes of an Open Office Impress or Microsoft PowerPoint presentation. Manipulate Impress or PowerPoint presentations. Print handouts.
Unit 5: Presentations Lesson 6: Slide Show, Speaker Notes, and Outline Mode	0	Explore the different modes of an Open Office Impress or Microsoft PowerPoint presentation. Manipulate Impress or PowerPoint presentations. Print handouts.
Unit 6: When all you have... Lesson 1: Unit 6 Introduction Lesson 2: Analyzing a Problem and Using the Right Tool	CV12.2.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4	Analyze a problem and determine the appropriate tool to use. Use applications to gather, evaluate, and use information. Select appropriate applications for the problem.
Unit 6: When all you have... Lesson 3: Getting Your Message Across	0	Effectively communicate using appropriate applications. Process data and report results effectively. Select appropriate applications for the task.
Unit 6: When all you have... Lesson 3: Getting Your Message Across	0	Effectively communicate using appropriate applications. Process data and report results effectively. Select appropriate applications for the task.

Unit 6: When all you have... Lesson 4: Charts and Graphs	0	Organize data to create charts. Use the Chart Wizard to create charts.	
Unit 6: When all you have... Lesson 4: Charts and Graphs	0	Organize data to create charts. Use the Chart Wizard to create charts.	
Unit 6: When all you have... Lesson 5: More Charts	0	Identify different types of charts and select the appropriate chart for the data to be presented. Format charts in Calc or Excel.	
Unit 6: When all you have... Lesson 5: More Charts	0	Identify different types of charts and select the appropriate chart for the data to be presented. Format charts in Calc or Excel.	
Unit 6: When all you have... Lesson 6: When to Use a Tool		CV12.2.1,CV12.2.2, CV12.3.1, CV12.4.1, CV12.4.2	0
Unit 6: When all you have... Lesson 6: When to Use a Tool		CV12.2.1, CV12.2.2, CV12.3.1, CV12.4.1, CV12.4.2	0
Unit 7: Documents and Presentations Lesson 1: Unit 7 Introduction Lesson 2: Styles and Headers		CV12.2.1,CV12.2.2, CV12.4.1, Cv12.4.2, CV12.4.3	0
Unit 7: Documents and Presentations Lesson 2: Styles and Headers	0	Use applications to gather, evaluate, and use information.Create professional documents.Create and manipulate presentations and documents.Explore the use of styles and headers to create professional looking documents and presentations.	
Unit 7: Documents and Presentations Lesson 3: Shading, Patterns, and Color	0	Explore the use of shading, patterns, and colors in your documents.	
Unit 7: Documents and Presentations Lesson 4: Spelling and Grammar		CV12.2.1, CV12.2.2, CV12.3.1, CV12.4.1	Identify common spelling and grammar mistakes and know how to avoid them. Explore spell check, auto check, and other methods of catching spelling and grammar mistakes. Create professional documents and presentations.
Unit 7: Documents and Presentations Lesson 5: Slide Transitions and Animations		CV12.2.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4	Create and manipulate presentations. Explore the use of slide transitions within a presentation. Create professional presentations.

Unit 7: Documents and Presentations Lesson 5: Slide Transitions and Animations	CV12.2.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4	Create and manipulate presentations. Explore the use of slide transitions within a presentation. Create professional presentations.
Unit 7: Documents and Presentations Lesson 6: Sharing Between Applications	CV12.4.2	Create and manipulate Impress and PowerPoint presentations. Explore the use of spreadsheet charts and tables within a presentation.
Unit 7: Documents and Presentations Lesson 6: Sharing Between Applications	CV12.4.2	Create and manipulate Impress and PowerPoint presentations. Explore the use of spreadsheet charts and tables within a presentation.
Unit 8: Advanced Analysis Lesson 1: Unit 8 Introduction Lesson 2: More Formulas	CV12.2.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4	Explore techniques for Open Office Calc or Microsoft Excel. Generate data using formulas. Generate, format, and modify spreadsheets in Calc or Excel.
Unit 8: Advanced Analysis Lesson 2: More Formulas	CV12.2.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4	Explore techniques for Open Office Calc or Microsoft Excel. Generate data using formulas. Generate, format, and modify spreadsheets in Calc or Excel.
Unit 8: Advanced Analysis Lesson 3: Sorting	CV12.2.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4	Explore the process of sorting data using Open Office Calc or Microsoft Excel. Explore how to use the sorting capabilities of Open Office Calc or Microsoft Excel.
Unit 8: Advanced Analysis Lesson 4: Filtering	CV12.2.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4	Explore the filtering command in Open Office Calc or Microsoft Excel. Use Auto Filter as well as custom filters.

Unit 8: Advanced Analysis Lesson 4: Filtering	CV12.2.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4	Explore the filtering command in Open Office Calc or Microsoft Excel. Use Auto Filter as well as custom filters.
Unit 8: Advanced Analysis Lesson 5: Conditional Formatting	CV12.2.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4	0
Unit 8: Advanced Analysis Lesson 5: Conditional Formatting	CV12.2.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4	0
Unit 8: Advanced Analysis Lesson 6: Multiple Worksheets	CV12.2.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4	Work with multiple worksheets in an Open Office Calc or Microsoft Excel spreadsheet. Generate, format, and modify spreadsheets.
Unit 8: Advanced Analysis Lesson 6: Multiple Worksheets	CV12.2.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4	Work with multiple worksheets in an Open Office Calc or Microsoft Excel spreadsheet. Generate, format, and modify spreadsheets.
Unit 8: Advanced Analysis Lesson 6: Multiple Worksheets	CV12.2.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4	Work with multiple worksheets in an Open Office Calc or Microsoft Excel spreadsheet. Generate, format, and modify spreadsheets.

Unit 9: Electronic Communication Lesson 1: Unit 9 Introduction Lesson 2: E-Mail Dos and Don'ts	CV12.2.1, CV12.2.2, CV12.3.1, CV12.4.1	Use electronic mail applications effectively. Identify appropriate electronic mail-related etiquette.
Unit 9: Electronic Communication Lesson 3: Once It's on the Internet, It's There Forever	0	Use the Internet safely and legally. Explore challenges and social issues concerning the Internet.
Unit 9: Electronic Communication Lesson 4: File Size Matters	0	Explore digital storage and managing data.
Unit 9: Electronic Communication Lesson 4: File Size Matters	0	Explore digital storage and managing data.
Unit 9: Electronic Communication Lesson 5: Security	0	Identify concepts related to trust, privacy, and management of information. Identify concepts related to security of information in computing.
Unit 9: Electronic Communication Lesson 5: Security	0	Identify concepts related to trust, privacy, and management of information. Identify concepts related to security of information in computing.
Unit 9: Electronic Communication Lesson 6: Privacy	CV12.4.2	Identify concepts related to trust, privacy, and management of information. Identify concepts related to security of information in computing.
Unit 9: Electronic Communication Lesson 6: Privacy	CV12.4.2	Identify concepts related to trust, privacy, and management of information. Identify concepts related to security of information in computing.
Unit 9: Electronic Communication Lesson 6: Privacy	CV12.4.2	Identify concepts related to trust, privacy, and management of information. Identify concepts related to security of information in computing.
Unit 10: The System Lesson 1: Unit 10 Introduction Lesson 2: Comparing Operating Systems	0	Explore different operating systems. Compare and contrast different operating systems.
Unit 10: The System Lesson 3: The Power of Search	CV12.2.1, CV12.2.2, CV12.3.1, CV12.4.1	Explore the concepts of search capabilities on computers and the Internet. Discuss how drastically technology has changed our lives in this area.

Unit 10: The System Lesson 4: Solving Common Problems	CV12.2.1, CV12.2.2, CV12.3.1, CV12.3.3, CV12.4.1, Cv12.4.2, CV12.4.3	Identify common problems in Windows-based systems. Solve common problems in Windows-based systems.	
Unit 10: The System Lesson 4: Solving Common Problems	CV12.2.1, CV12.2.2, CV12.3.1, CV12.3.3, CV12.4.1, Cv12.4.2, CV12.4.3	Identify common problems in Windows-based systems. Solve common problems in Windows-based systems.	
Unit 10: The System Lesson 5: Ethical Computer Use	CV12.2.1,CV12.2.2, CV12.3.1, CV12.3.3, CV12.4.1, Cv12.4.2, CV12.4.3	Explore social issues in computer science including software piracy and digital rights. Identify concepts related to information security.	
Unit 10: The System Lesson 5: Ethical Computer Use	CV12.2.1,CV12.2.2, CV12.3.1, CV12.3.3, CV12.4.1, Cv12.4.2, CV12.4.3	Explore social issues in computer science including software piracy and digital rights. Identify concepts related to information security.	
Unit 10: The System Lesson 6: Finding More Information	CV12.4.2	Explore methods for finding information. Explore how to gather, evaluate, and use information.	
Unit 10: The System Lesson 6: Finding More Information	CV12.4.2	Explore methods for finding information. Explore how to gather, evaluate, and use information.	
Unit 11: Final Project Lesson 1: Final Project Lesson 2: Final Project, Part I	CV12.2.1, CV12.2.2, CV12.2.4, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4		0
Unit 11: Final Project Lesson 2: Final Project, Part I	CV12.2.1, CV12.2.2, CV12.2.4, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4,		0

	CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4	
Unit 11: Final Project Lesson 3: Final Project, Part II	CV12.2.1, CV12.2.2, CV12.2.4, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4	0
Unit 11: Final Project Lesson 3: Final Project, Part II	CV12.2.1, CV12.2.2, CV12.2.4, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4	0