

# Wyoming Department of Education Required Virtual Education Course Syllabus

## BIG HORN COUNTY SCHOOL DISTRICT #1

Program Name	WYCA	Content Area	Vocational Education
Course ID	CAOT78134	Grade Level	9, 10, 11, 12
Course Name	Introduction to Computer Applications	# of Credits	0.5
SCED Code	10004G0.5011	Curriculum Type	Connections Academy

### COURSE DESCRIPTION

*Students progress to more sophisticated work in this course, including the use of electronic media and software to apply academic concepts in the creation of meaningful organizers, projects, and presentations. Students locate, retrieve, and evaluate data in order to construct and analyze databases. Students produce presentations on Internet safety, OA predators, and cyberbullying. At the end of the course, students become effective communicators and collaborators as they plan, evaluate, and synthesize research emphasizing current issues with technology.*

### WYOMING CONTENT AND PERFORMANCE STANDARDS

STANDARD#	BENCHMARK
CV12.1.1	College and career-ready students evaluate current knowledge and interests in order to set career goals.
CV12.1.2	College and career-ready students explore careers including outlook, salary, needed training, duties and lifestyle utilizing all available resources including mentors and industry experts.
CV12.1.3	College and career-ready students prepare an educational and career plan to enable them to gain desired knowledge and experience.
CV12.1.4	College and career-ready students demonstrate employability skills that enable them to be responsible and contributing citizens and employees.
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.
CV12.2.3	College and career-ready students work productively in teams while using cultural global competence.
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.
CV12.3.2	College and career-ready students identify trends, forecast possibilities, and explore complex systems and issues.
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.
CV12.3.4	College and career-ready students demonstrate creativity and innovation while considering the environmental, social, and economic impacts of decisions.
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.
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
<p><b>Unit 1: Introduction</b></p> <p>In this unit, you will revisit and expand upon basic computer skills. You will practice hand positioning for efficient typing skills and familiarize yourself with various computer components, including personal hardware, operating systems, and software programs. You will examine troubleshooting methods to gain familiarity of common computer issues and ways to effectively overcome them.</p>	<p>CV12.1.4, CV12.2.1, CV12.2.4, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.2</p>	<ul style="list-style-type: none"> <li>Utilize keys above, below, and on the home row to type individual letters and words</li> <li>Create an effective and efficient file hierarchy for courses and construct the file management system for schoolwork</li> <li>Develop strategies and recommend solutions to various computer problems</li> <li>Distinguish the difference between hardware, software, components, and the operating system of computer and other technology devices</li> </ul>

<p><b>Unit 2: Microsoft® Word</b> This unit explores common uses for Microsoft® Word in an educational setting while utilizing real-world applications. You will be guided through the digital writing process, construct paragraphs, and format text while using active and passive voice and a variety of verb moods. Narrative and poetic structure will also be analyzed using columns and rows within a table to organize thoughts and ideas. A variety of essays will also be presented for you to utilize. You will conduct a search and update a search log. In your writing, you will learn to accurately reference materials in scholastic documents.</p>	<p>CV12.1.4, CV12.2.1, CV12.2.4, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.2</p>	<ul style="list-style-type: none"> <li>•Explore and create task-specific writing structures to include paragraphs, poetry, expository, and informative writing</li> <li>•Utilize Microsoft Word to plan and create text-based documents through the research and development phases</li> <li>•Conduct a search and site sources accurately in a document</li> </ul>
<p><b>Unit 3: Microsoft® PowerPoint</b> This unit explores common uses for Microsoft® PowerPoint in an educational setting while utilizing real-world applications. Students will research a variety of topics relating to natural disasters and history, with emphasis on the Progressive Era. Students will analyze information using concept maps and incorporating SmartArt graphics and text. Digital enhancements will be examined through the use of timelines and photos.</p>	<p>CV12.1.4, CV12.2.1, CV12.2.4, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.2, CV12.5.3, CV12.5.4</p>	<ul style="list-style-type: none"> <li>•Research, analyze, and identify key information on natural disasters and the Progressive Era</li> <li>•Create multi-dimensional digital presentations using the Photo Album feature and text and images to illustrate a timeline</li> <li>•Utilize SmartArt graphics to create concept maps in order to organize information within presentations</li> </ul>
<p><b>Unit 4: Microsoft® Excel</b> This unit explores common uses for Microsoft Excel in an educational setting while utilizing real-world applications. You will explore, create, and input various data sets to conduct trend and frequency analyses. You will reorganize and reevaluate two-variable data sets to explore relationships. At the end of the unit, you will conduct a survey and analyze the data by creating and formatting scatter plots and trend lines to show negative and positive correlations.</p>	<p>CV12.1.4, CV12.2.1, CV12.2.4, CV12.3.1, CV12.4.1, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4</p>	<ul style="list-style-type: none"> <li>•Investigate common trends within scatter plot diagrams to analyze information</li> <li>•Modify two-variable data to support further data analysis</li> <li>•Create a digital database to analyze information</li> <li>•Analyze and compare data frequencies among multiple sets of data</li> </ul>
<p><b>Unit 5: Study Strategies</b> This unit explores necessary study strategies using digital technology enhancements. Students will examine time management, study, and test-taking techniques to support academic success.</p>	<p>CV12.1.1, CV12.1.2, CV12.1.4, CV12.2.4, CV12.4.1, CV12.5.1, CV12.5.2</p>	<ul style="list-style-type: none"> <li>•Identify time management skills</li> <li>•Utilize various types of graphic organizers as study aids</li> <li>•Examine five types of test-taking strategies</li> <li>•Align study strategies with educational goals</li> </ul>
<p><b>Unit 6: Internet Safety</b> This unit explores the use of cyber communities. Students will examine guidelines for computer and cyber citizenship, risks associated with Internet use, and copyright laws.</p>	<p>CV12.1.4, CV12.2.1, CV12.2.3, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4</p>	<ul style="list-style-type: none"> <li>•Explore guidelines for cyber citizenship</li> <li>•Investigate risks associated with Internet use</li> <li>•Explore different ways that media can be used to convey messages</li> <li>•Describe the effects of copyright laws on producers and consumers</li> <li>•Utilize appropriate referencing techniques</li> </ul>
<p><b>Unit 7: Digital Publishing</b> This unit explores the impact of technology on the world. You will conduct research as an advocate for the use of technology in education, design a logo for that cause, and create a movie to convince others that technology is a vital aspect to building stronger schools. As a culminating activity, you will participate in a class discussion to showcase your knowledge and provide your peers with feedback.</p>	<p>CV12.1.4, CV12.2.1, CV12.2.3, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4</p>	<ul style="list-style-type: none"> <li>•Research and advocate the use of technology in education</li> <li>•Explore different ways that media can be used to convey messages</li> <li>•Design and produce a multimedia project that integrates the basic elements of design to communicate research</li> <li>•Utilize collaboration software to participate in a peer review</li> </ul>