

# Wyoming Department of Education Required Virtual Education Course Syllabus

## 2201000 - Washakie County School District No. 1

Program Name	Washakie #1 Online	Content Area	VE
Course ID	W10001G0.5012	Grade Level	9-12
Course Name	WOL-Computer Fundamentals A	# of Credits	0.5 Total
SCED Code	10001G0.5012	Curriculum Type	K-12 Fuel Education

### COURSE DESCRIPTION

In this two-semester introductory course, students become familiar with the basic principles of a personal computer, including the internal hardware, the operating system, and software applications. Students practice using key applications such as word processors, spreadsheets, and presentation software, and examine social and ethical issues around the internet, information, and security.

In the first semester, the focus is on the fundamentals: learning and using applications and understanding the basic roles and responsibilities of software, hardware, and operating systems. In the second semester, the focus is on gathering and analyzing data, and using the right tools and methods to collect and present data. This course should not be taken if students have already completed Computer Literacy.

## WYOMING CONTENT AND PERFORMANCE STANDARDS

STANDARD#	<a href="#">BENCHMARK (Standard/Indicator) Use the Standards and Benchmarks as Spreadsheets</a>
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.
CV12.1.4	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.
CV12.3.1	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.
CV12.4.2	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 PC <ul style="list-style-type: none"> <li>• Section 1 – Unit 1 Introduction</li> <li>• Section 2 – A History of Personal Computing</li> <li>• Section 3 – The Key Building Blocks of a Computer</li> <li>• Section 4 – What’s an OS?</li> <li>• Section 5 – Microsoft Windows</li> <li>• Section 6 – Technology and the Future</li> </ul>	CV12.1.4 CV12.4.3 CV12.5.3	I can find various commands on a Windows system.  I can find folders and identify keyboard shortcuts on a Windows system.
Unit 2: Data Types <ul style="list-style-type: none"> <li>• Section 1 – Unit 2 Introduction</li> <li>• Section 2 – Key Types of Data and Usage</li> <li>• Section 3 – Presenting Data: Case Study</li> <li>• Section 4 – Introduction to Open Office and Microsoft Office</li> <li>• Section 5 – Knowing Your Audience</li> <li>• Section 6 – The Internet</li> </ul>	CV12.1.4 CV12.2.1 CV12.4.3 CV12.5.3	I can compare and contrast different types of data.  I can select the appropriate office/productivity application according to the type of work and data needed.  I can identify how to use the internet safely.
Unit 3: Documents <ul style="list-style-type: none"> <li>• Section 1 – Unit 3 Introduction</li> <li>• Section 2 – Uses of Word Processors</li> <li>• Section 3 – Creating a Document</li> <li>• Section 4 – Formatting Fonts</li> <li>• Section 5 – Formatting Paragraphs</li> <li>• Section 6 – More Formatting</li> </ul>	CV12.1.4 CV12.2.1 CV12.4.3 CV12.5.3	I can create a word processing document and add text.  I can demonstrate strong communication skills.  I can edit and revise documents using various types of formatting.
Unit 4: Spreadsheets <ul style="list-style-type: none"> <li>Section 1 – Unit 4 Introduction</li> <li>Section 2 – Spreadsheets</li> <li>Section 3 – Anatomy of a Spreadsheet</li> <li>Section 4 – Creating a Spreadsheet</li> <li>Section 5 – Formatting a Spreadsheet</li> <li>Section 6 – Formulas</li> </ul>	CV12.2.1 CV12.4.2 CV12.4.3 CV12.5.3	I can modify a spreadsheet by adding columns, cells, headers, rename columns and add items and values.  I can add and edit grid lines, color and shading; format text and date and properly identify columns, rows and cells by name.  I can demonstrate the ability to do simple calculations and use the =COUNT function.

**SCOPE AND SEQUENCE**

UNIT OUTLINE	STANDARD#	OUTCOMES OBJECTIVES/STUDENT CENTERED GOALS
Unit 5: Presentations Section 1 – Unit 5 Introduction Section 2 – Presentations Section 3 – Creating and Formatting a Presentation Section 4 – Drawing Diagrams Section 5 – Tables Section 6 – Slide Show, Speaker Notes and Outline Mode	CV12.1.4 CV12.2.1 CV12.4.3 CV12.5.3	I can demonstrate the ability to format a presentation.
Semester 1 Project Create a Flyer Create a Spreadsheet Create a Presentation	CV12.1.4 CV12.2.1 CV12.3.2 CV12.3.1 CV12.4.2 CV12.4.3 CV12.4.4 CV12.5.1 CV12.5.3	I can demonstrate the ability to create an original flyer with embedded images and tables.  I can demonstrate the ability to create an original, complex spreadsheet using a variety of analytic tool, formulas, and functions.  I can demonstrate the ability to create an original presentation with embedded images and transitions