

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	W10001G0.5022	Grade Level	9-12
Course Name	WOL-Computer Fundamentals B	# of Credits	0.5 Total
SCED Code	10001G0.5022	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#	<u>BENCHMARK (Standard/Indicator) Use the Standards and Benchmarks as Spreadsheets</u>
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 6: When all you have... Section 1 – Unit 6 Introduction Section 2 – Analyzing a Problem and Choosing the Right Tool Section 3 – Getting Your Message Across Section 4 – Charts and Graphs Section 5 – More Charts Section 6 – When to Use a Tool	CV12.2.1 CV12.4.3 CV12.4.4 CV12.5.3	I can create two identical presentations one using a tagline and one using the Rudolph Rule in a presentation. I can use chart-generation including data from a survey.
Unit 7: Documents and Presentation Section 1 – Unit 7 Introduction Section 2 – Styles and Headers Section 3 – Shading, Patterns, and Colors Section 4 – Spelling and Grammar Section 5 – Slide Transitions and Animations Section 6 – Sharing Between Applications	CV12.4.3 CV12.4.4 CV12.5.3	I can format and apply styles correctly and appropriately. I can add animations to two or more objects in a presentation.
Unit 8: Advanced Analysis Section 1 – Unit 8 Introduction Section 2 – More Formulas Section 3 – Sorting Section 4 – Filtering Section 5 – Conditional Formatting Section 6 – Multiple Worksheets	CV12.3.2 CV12.3.1 CV12.4.2 CV12.4.3 CV12.4.4 CV12.5.3	I can demonstrate the ability to work with formulas, and find and fix errors in a spreadsheet. I can apply filtering and analyze the results of a spreadsheet. I can add conditional formatting to a spreadsheet. I can re-partition the data in a spreadsheet.
Unit 9: Electronic Communication Section 1 – Unit 9 Introduction Section 2 – E-Mail Dos and Don'ts Section 3 – Once It's on the Internet, It's There Forever Section 4 – File Size Matters Section 5 – Security Section 6 – Privacy	CV12.2.1 CV12.2.2 CV12.3.1 CV12.3.3 CV12.4.3 CV12.4.2 CV12.5.1 CV12.5.2 CV12.5.3	I can analyze the data size of a presentation by experimenting with images and compression of the images. I can research password cracking or social engineering as it related to a breach in information security I can research and find information regarding computer privacy risks to include: pop-ups, adware and spyware.

SCOPE AND SEQUENCE

UNIT OUTLINE	STANDARD#	OUTCOMES OBJECTIVES/STUDENT CENTERED GOALS
Unit 10: The System Section 1 – Unit 10 Introduction Section 2 – Comparing Operating Systems Section 3 – The Power of Search Section 4 – Solving Common Problems Section 5 – Ethical Computer Use Section 6 – Finding More Information	CV12.2.1 CV12.2.2 CV12.3.1 CV12.3.3 CV12.4.2 CV12.4.4 CV12.5.1 CV12.5.2 CV12.5.3	I can research common problems in Windows including experimenting with task manager, CPU and Mem Usage. I can research and take a stance regarding software piracy, file sharing and digital rights including three reasons why my position is correct and at least one reason why an opposing stance is valid.
Semester 2 Project Edit the flyer created previously Conduct an advanced analysis of the previously created spreadsheet Add animations to the previously created 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 CV12.5.2 CV12.5.3 CV12.5.4	I can create and edit a flyer with a picture and a table. I can create, edit and conduct an advanced analysis of a spreadsheet including advanced filtering, formulas, pivot tables and analyses. I can create a presentation with images, transitions and animations and include notes to accompany a speech.