

# KPBSD Computer Applications I Curriculum – 2017

Industry Standards		
<p><b>ESTABLISHED GOALS/STANDARDS</b></p> <p><b>Hardware and Software:</b> Learning differences in hardware and various software programs. (ISTE 6-a,b)</p> <p><b>Appropriate Internet use:</b> Learning basic internet surfing skills. (ISTE 5-a,b,c)(ISTE 3-a,b,c,d)(ISTE 5-a,)</p> <p><b>Using google:</b> (ISTE 1-a,b)(ISTE 2-a,b,d) Learning basic Google Sheets. Learning basic Google Slides. Learning basic Google Docs.</p> <p><b>Microsoft Word:</b> (ISTE 1-a,b)(ISTE 6-a,b,c,d)</p> <p><b>ALASKA STANDARDS ALIGNMENT:</b> <a href="#">Computer Applications I</a></p>	<b>Transfer Goals</b>	
	Students will be able to independently use their learning to ...	
	<ul style="list-style-type: none"> <li>• Understand the differences in computer hardware and uses of various software programs.</li> <li>• Apply basic to advanced word processing in their work and daily life.</li> <li>• Utilize google docs and how to integrate these skills into other academic subject areas.</li> </ul>	
	<b>Meaning</b>	
	<p style="text-align: center;"><b>ENDURING UNDERSTANDINGS</b></p> <p>Students will understand...</p> <ul style="list-style-type: none"> <li>• Differences and uses of computer hardware and software.</li> <li>• There are appropriate ways to surf the internet and to determine which sites are best to use for educational research.</li> <li>• There are alternative products to Microsoft products that can be used to complete tasks and products.</li> <li>• Microsoft Word offers a wide variety of tools to help us create and design documents.</li> </ul>	<p style="text-align: center;"><b>ESSENTIAL QUESTIONS</b></p> <p>Students will keep considering...</p> <ul style="list-style-type: none"> <li>• What resources do I have to help me make decisions about computer hardware and software that I can and should use?</li> <li>• What are appropriate ways to surf the internet and the strategies to determine which sites are best to use for educational research?</li> <li>• How do basic products such as google docs, google sheets, and google slides for educational projects help me communicate and manage my time more efficiently?</li> </ul>
	<b>Acquisition</b>	
<p>Students will know...</p> <ul style="list-style-type: none"> <li>• How to identify between computer hardware and software.</li> <li>• How to use the internet for educational and personal research projects.</li> <li>• How to use Google Docs in an educational and personal setting.</li> <li>• How to use, design, and create documents using Microsoft Word.</li> </ul>	<p>Students will be skilled at...</p> <ul style="list-style-type: none"> <li>• Identifying the differences between hardware and software</li> <li>• Using the internet for educational purposes and Microsoft word by becoming prepared to be certified with Microsoft.</li> <li>• Managing document options and settings.</li> <li>• Design and creating advanced documents and references.</li> <li>• Creating custom word elements.</li> <li>• Creating and modifying building blocks, macros, and controls.</li> <li>• Creating custom style sets and templates.</li> <li>• Preparing a document for internationalization and accessibility.</li> </ul>	

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### Evidence

Evaluative Criteria	Assessment Evidence
Microsoft E MOS Exam	MS Skills Pre and Post Assessments, Microsoft Office Projects To be certified in Microsoft Word

### Resources

Microsoft Office Software Google Help
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