COMPUTER APPLICATIONS | Curriculum Map and Pacing Guide

Prerequisites: None	**Length:** Semester
Grades: 9-10-11-12	**Credit:** 0.5

Course Description

This course engages students in software for business functions to include business correspondence (letters, memos, tables, reports) and other forms of communications (spreadsheets, data bases, presentations).

Course Outcomes

This course is aligned to the National Business Education Standards (NBES) (2013) and Ohio's Learning Standards for Technology (2017). These standards help to ensure college and career readiness for students who successfully complete this course and others in the Business Education Program. By the end of this course, students should understand, demonstrate and value the following:

1. Researching, evaluating, using/citing, and disseminating information from technology sources.
2. Identifying, evaluating, selecting, installing, using, upgrading, troubleshooting, and customizing applications for business purposes.
3. Creating and using digital media for business purposes.
4. Applying software to business functions.

Scope and Sequence / Pacing Guide

Both national and Ohio's learning standards provide the foundation for this course. The NBES (2013) serve as student learning targets for this course, and the targets are reflected in the course assessments (see p. 23 for standards alignment/student learning targets). Units of study overlap with essential knowledge taught and used throughout the units to require students to develop deeper understandings as they are studied and applied in multiple contexts.

UNITS OF STUDY	ESSENTIAL KNOWLEDGE (Facts, Concepts, Procedures)	ESTIMATED WEEKS
Microsoft Word Fundamentals	- Editing Documents - Formatting - Shortcuts - Interfacing with other programs	1

UNITS OF STUDY	ESSENTIAL KNOWLEDGE (Facts, Concepts, Procedures)	ESTIMATED WEEKS
Microsoft Excel Basics	▪ Labels, values, formulas ▪ Sheets ▪ Integration (with other software programs)	1
Microsoft Excel – Building and Editing	▪ Design ▪ Editing Cells and Data ▪ Functions ▪ Relative/Absolute References	1
Microsoft Excel – Working with Data	▪ Exporting Data ▪ Creating/Editing Charts ▪ Data Analysis	2
Presentation Software	▪ Prezi ▪ Microsoft PowerPoint ▪ Google Slides	1
Apps	▪ Apps for Business Use ▪ Apps for Personal Financial Use ▪ Google Apps ▪ Google Education Apps	2
Google	▪ Data Analytics ▪ Power of Data ▪ Sheets, Slides, Presentations	2
Integration	▪ Embedding/Linking ▪ Exporting ▪ Converting	1
Adobe	▪ Adobe Basics ▪ PDF's ▪ Photoshop	5
Digital Media	▪ Relationship to Society ▪ Business, Safety and Legal Issues ▪ Graphic Design, Animation, Audio and Video Production ▪ Web-Based Digital Media	1

General Instructional and Learning Activities

- Interactive tutorials
- Smart Board demonstrations
- Application activities
- Projects
- Group/collaborative and individual presentations

General Assessment Methods

Formative:
- Application Activities Completion
- Application Revisions
- Projects
- Competitions

Summative:
- Quizzes
- Tests
- Presentations of projects

Instructional Resources

Software:
- Microsoft Office
- Adobe Photoshop

Supplemental:
- Tutorials
- Internet web sites

References

National Business Education Association (NBEA). (2013). *National standards for business education* (4th Ed.). Reston, VA: Author. Retrieved June 6, 2018 from
https://www.nbea.org/newsite/curriculum/standards/accounting.html

Ohio Department of Education (ODE). (2017). *Ohio's learning standards for technology*. Columbus, OH: Authors. Retrieved June 6, 2018 from
http://education.ohio.gov/getattachment/Topics/Learning-in-Ohio/Technology/Ohio-s-2003-Academic-Content-Standards-in-Technolo/The-2017-Ohio-Learning-Standards-in-Technology.pdf.aspx