

DESE Model Curriculum

GRADE LEVEL/UNIT TITLE: 11-12/Execute Basic Computer Operations

Course Code: 034352 CIP Code: 11.0103

COURSE INTRODUCTION:

Course Rationale: This area of instruction provides content for knowledge and skills required in the technology based workplace. The demand will continue to expand for individuals to use computer hardware and software to create documents, gather information, and solve problems. This class is vital for students planning to enter the workforce or postsecondary education.

Course Description: This course is designed to help students master beginning and advanced skills in the areas of word processing, database management, spreadsheet applications, desktop publishing, multimedia, Internet usage, and integrated software applications.

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UNIT DESCRIPTION: Students will identify the computer as a tool for everyday life as well as in a career capacity.		SUGGESTED UNIT TIMELINE: Week Intro; Ongoing through course CLASS PERIOD (min.): 50min periods						
ESSENTIAL QUESTIONS: 1. How can the computer be used as a tool? 2. How would you culture be different without computers? 3. How is virtual organization (Class Folders, Unit Folders, Assignments) similar to physical organization (File Cabinet, Locker, etc). 4. Why is it important to practice safe Internet surfing? 5. How do you go about choosing an application for a specified task?								
ESSENTIAL MEASURABLE LEARNING OBJECTIVES		CCSS LEARNING GOALS (Anchor Standards/Clusters)		CROSSWALK TO STANDARDS				
				GLEs/CLEs	PS	CCSS	NBEA	DOK
1. Use system tools (e.g., defragment, disk clean up)							IT.III.3-4.5	2
2. Use program interface (e.g., menu items, ribbons, toolbars, dialog boxes)							IT.V.1.2	1
3. Manage and transfer files							IT.III.1.2	2, 3
4. Identify resources to obtain assistance (e.g., Help menu, software manual, Web site)							IT.III.3-4.6	1, 2, 3
5. Demonstrate proper network user procedures and protocol (e.g., logging on, saving to network)							IT.XII.2.2	1, 2
6. Identify security issues related to computer hardware, software, and data							IT.XIV.4.1	1
7. Identify file formats and extensions							IT.III.1.2	1
8. Perform basic troubleshooting and maintenance							IT.III.3-4.5	3, 4

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9. Demonstrate input of data from various sources (e.g., Web, scanner, digital camera)					IT.IC.2-4.2	2
10. Identify hardware and software specifications to purchase a computer (e.g., RAM, processor, hard drive, software, and price)					IT.IV.4.5 IT.IV.4.6 IT.II.4.2 IT.II.2.4	4
11. Save files to various storage devices (e.g., CDs, USB, hard drive, DVD)					COMM.IV.3.3	2
12. Determine appropriate software applications for tasks					IT.V.1.1	4
ASSESSMENT DESCRIPTIONS*: (Write a brief overview here. Identify Formative/Summative. Actual assessments will be accessed by a link to PDF file or Word doc.)						
Formative: Students fill out a guided notes page for the Computer Applications Terms and Internet Basics PowerPoint presentations. Students demonstrate their ability, create folders and manage class files within them. Students demonstrate their ability to access the Internet via a web browser. Quiz over locations of specific application tools, ribbons, file formats, extensions, and a performance piece of identifying commons computer errors and solving them.						
Summative: Computer Applications Term Quiz (attached)						
*Attach Unit Summative Assessment, including Scoring Guides/Scoring Keys/Alignment Codes and DOK Levels for all items. Label each assessment according to the unit descriptions above (i.e., Grade Level/Course Title/Course Code, Unit #.)						
Obj. #	INSTRUCTIONAL STRATEGIES (research-based): (Teacher Methods)					
1-12	1. PowerPoint Presentation and Guided Notes Handout					
1-12	2. File Management Exercises					
Obj. #	INSTRUCTIONAL ACTIVITIES: (What Students Do)					
1-12	1. Students take notes on teacher PowerPoint presentation					
1-12	2. Word Screen Handout & Word Scavenger Hunt Activity					
UNIT RESOURCES: (include internet addresses for linking)						

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