



School District of Marshfield Course Syllabus

Course Name: Computer Applications Honors

Length of Course: Semester

Credit: 1/2 Credit

Program Goal:

Empower learners to be college and career ready through standards-based experiences in the classroom and career-based learning experiences with business and industry partners. Design and implement educational experiences for creating a skilled, knowledgeable, and productive workforce. Learners will engage in competencies that enable them to stay up-to-date with evolving skills as they pursue careers directly out of high school, as technical school degree earners, or as university graduates. Our goal is to develop critical thinkers and collaborative problem solvers, providing connections to the issues and challenges facing our local, regional, and global economies.

Course Description:

Students will learn a 21st century windows operating system and application software. Through hands-on learning activities, students will be exposed to practical examples of the computer as a useful tool. Students will learn the proper procedures to create documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use. Students will discover the usefulness of software applications to become more efficient and productive. Microsoft Office Specialist certification will be offered as part of the course.

Wisconsin Standards for Information & Technology Literacy (ITL)	
Empowered Learner	
EL1: Students leverage digital tools and strategies to take an active role in choosing and achieving their learning goals.	
Set goals and reflect. EL1.a	1.a.7.h: Create and articulate personal learning goals and develop strategies leveraging the most effective digital tools to achieve those goals. 1.a.8.h: Utilize digital tools to reflect on the learning process, including successes, areas of improvement, and then make necessary revisions and adjust goals for future learning.
Create personalized learning environment. EL1.c	1.c.4.h: Prioritize digital tools to customize personalized learning environments in ways that maximize the learning process.
Seek and utilize feedback. EL1.d	1.d.4.h: Evaluate and utilize digital tools to seek feedback from digital and nondigital, then analyze data to make adjustments and justify outcomes.
EL2: Students understand the fundamental concepts of technology operations and demonstrate the ability to choose, use, and troubleshoot current technologies.	
Understand and apply functions and operations. EL2.a	2.a.4.h: Assess the fundamental concepts of digital tool operations, demonstrate the ability to choose, use and troubleshoot current digital tools.
EL3: Students are able to transfer knowledge to explore emerging technologies.	
Transfer knowledge to emerging technology. EL3.a	3.a.1.e: Recognize the patterns in the fundamental Operations across a variety of digital tools. 3.a.3.m: Transfer and apply skills to begin troubleshooting and exploring emerging technologies.
Digital Citizen	
DC1: Students recognize the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world.	
Cultivate and manage digital identity and reputation. DC1.a	1.a.11.h: Choose information to post online that positively affects personal image and future college and career opportunities.
Knowledge Constructor	
KC1: Students critically curate a variety of digital tools and diverse resources.	
Plan and employ effective research strategies. KC1.a	1.a.10.h: Apply safe and effective search strategies across a range of diverse resources.
Evaluate the accuracy, perspective, credibility, and relevance of information, media, data or other resources. KC1.b	1.b.7.h: Assess the quality of evidence and data found in selected sources on basis of accuracy, validity, appropriateness for needs, importance, and social and cultural context. Evaluate information and graphics for prejudice, false data, misrepresentation and misleading data.

Curate information from digital resources. KC1.c	1.c.4.h: Locate, collect, and evaluate resources and curated collections from a variety of sources and organize content into themes in ways that are coherent and shareable to multiple audiences.
KC2: Students produce creative artifacts and make meaningful learning experiences from curated knowledge for themselves and others.	
Produce creative artifacts. KC2.a	2.a.4.h: Explore, select, and utilize multiple sources of curated information to produce creative artifacts for multiple audiences, demonstrating meaningful connections or conclusions and consider the value of crowdsourcing, and how it works both online and offline.
Build knowledge by actively exploring real-world issues and problems. KC2.b	2.b.8.h: Build knowledge by actively exploring real-world issues and problems, independently developing ideas and theories and pursuing answers and solutions.
Innovative Designer	
ID1: Students use a variety of digital tools and resources to identify and solve authentic problems using design thinking.	
Exhibit tolerance for ambiguity, perseverance and the capacity to work with authentic, open-ended problems. ID1.b	1.b.4.h: Apply abstract concepts to solve authentic, open-ended problems for a group of stakeholders.
Computational Thinker	
CT1: Students develop and employ strategies for understanding and solving problems.	
Collect data, then identify and use digital tools to analyze and represent the data to find solutions. CT1.b	1.b.4.h: Select an effective digital tool to collect data, design, code, test and verify possible solutions to reflect on the data to solve authentic problems.
Creative Communicator	
CC1: Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats, and digital media appropriate to their goals.	
Choose appropriate platforms and digital tools. CC1.a	1.a.4.h: Evaluate and determine appropriate platforms and digital tools to create, communicate, and share content effectively with an authentic audience.
Communicate effectively using a variety of digital tools. CC1.c	1.c.4.h: Utilize digital tools to analyze, modify, and communicate complex ideas, data, and solutions to an authentic audience.
CC2: Students publish and present content customized for their audience(s), purpose, and task.	
Publish and present content. CC2.a	2.a.4.h: Intentionally align message with audience, purpose, and task when publishing and presenting content.
Wisconsin Common Career Technical Standards (WCCTS)	
Creativity, Critical Thinking, Communication and Collaboration	
4C1: Students will develop and analyze working knowledge of financial reports.	
Develop original solutions, products and services to meet a given need.	1.a.9.h: Apply past experiences to current problems in developing innovative solutions.

4C1.a	
4C2: Students will formulate and defend judgments and decisions by employing critical thinking skills.	
Develop and implement a resolution for a new situation using personal knowledge and experience. 4C2.b	2.b.5.h: Apply past experience to develop a course of action for a new situation. 2.b.6.h: Use existing knowledge to develop a resolution for a new situation, problem or opportunity.
4C3: Students will communicate and collaborate with others to accomplish tasks and develop solutions to problems and opportunities.	
Work collaboratively with others. 4C3.b	3.b.9.h: Incorporate the use of technology to productively plan, implement and evaluate a solution, process or procedure.

Key Vocabulary:			
theme	styles	header	find/replace
margins	tab stops	indents	tables
borders	text wrap	format painter	serif
sans serif	case	formatting mark	insertion point
line spacing	clipboard	virus	worm
trojan horse	navigation pane	footnote	backstage
dot leader	Section breaks	Odd/even page numbering	Odd/even header/footer
Navigation page	Headings	File path	extension
absolute cell reference	relative cell reference	cell reference	formula
function	active cell	formula bar	template
workbook	worksheet	autofill	fill handle
argument	banded rows/columns	filter	sort
mixed cell reference	quick analysis	IF function	PMT function
SUM function	AVGERAGE function	chart	legend
explode	chart layout	axis	bar chart
pie chart	line chart	sparkline	what-if analysis
sheet tabs	Column headings	Edit mode	Drag and drop
Conditional formats	Print area	Nested functions	VLookup function
template	theme	slide layout	normal view
handouts	placeholders	transitions	animations
notes page view	reading view	layout master	slide master
gridlines	group	smartart	action buttons
poster frame	video trimming	bookmarks	clipart
photo quality	gradient fill	picture effects	Textbox
Promote	demote	Comparison operator	namebox

Topics/Content Outline- Units and Themes:

Units:

- Windows Operating System
 - Overview of operating and application software
 - Parts and Features of the Desktop, Start button, taskbar
 - Views and Drives, File Organization, Network Structure
 - Keyboard Shortcuts
- Microsoft Word
 - Creating and Editing a Document
 - Navigating and Formatting a Document
 - Creating Tables and a Multipage Report
 - Enhancing Page Layout and Design
- Microsoft Excel
 - Getting Started with Excel
 - Formatting Workbook Text and Data
 - Performing Calculations with Formulas and Functions
 - Analyzing and Charting Financial Data
- Presentation
 - Professional Presentation Guidelines
 - Creating a Presentation with Illustrations and Shapes
 - SmartArt & Links
 - Importing Media
- Microsoft Office Specialist Certification

Primary Resource(s):

New Perspectives
Cengage MindTap
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