



**Wood River High School
Computer Applications**

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I. Course Description:

This course is designed to introduce students to the use of industry standard computer applications used for solving business and education problems. Topics include file management and storage types; the use of word processing software (Word 2016) for purposes of creating basic business documents; the use of spreadsheet software (Excel 2016) for storing data and solving mathematically based problems; and the use of presentation software (PowerPoint 2016) to support the delivery of effective presentations. Emphasis will be on emerging technologies including digital media, social networks, and developing software. Students will be prepared for and able to participate in Microsoft Imagine Academy Certification.

Units	Unit Question	Statement of Inquiry	Example Activities
Business Tools Solutions	Which tool do you use in developing your innovative product?	Development of digital documents focus on resources and innovation.	Microsoft Office – includes available certification in Word and PowerPoint. Production/Document Formatting: flyers, newsletters, presentations, spreadsheets. Microsoft Imagine Academy Certification.
Internet Safety	Are you safe?	Technology and creativity can be used together to accomplish a wide variety of goals.	Students will create a poster on the topic of internet safety after watching a video provided by the Idaho State Dept of Education.
Thinking “Inside” the Box	What’s inside?	Technology and creativity can be used together to accomplish a wide variety of goals.	Exploration of computer components by using an actual computer. Making an informed decision on purchasing a computer.
Media Tools	What impact does video/photos have on the target audience?	Using collaboration, you can communicate your thoughts into videography/photography by showing different perspectives.	Create a digital magazine page using video and photography. Create a “plantimal” using multiple photos.

II. Aims & Objectives

By the end of the 9th grade, students will be able to:

- expand on keyboarding skills and use special characters, and keyboard shortcuts.
- learn and use business/computer/technology -related terminology.
- learn the basics of MS Word, Excel, and PowerPoint.
- participate in a certification program for Word
- create, format, and edit documents.
- create and edit photos.
- create and edit videos.
- understand computer parts, repair, and troubleshooting including how to purchase a computer.
- further their understanding of the importance of cyber-safety.

III. Resources/Software:

- Microsoft Office 2016
- GMetrix & Certiport – Microsoft Imagine Academy Certification
- Typing.com and/or EduTyping

V. Methodology:

This class is mainly hands-on using computers and technology equipment. Some group work will allow students to collaborate with peers. Students will also be presenting projects in front of class.

VI. Methods of Assessment/Grading Policy:

Keyboarding Skill	10%	Keyboarding Timings and Activities
Tests/Quizzes	20%	One per unit
Daily Work	30%	Any in-class work
Projects	30%	Project relating to the end of unit
Final Exam	10%	Final exam

KEYBOARDING SCALE

10 pts	50 wpm
8 pts	42-49 wpm
6 pts	34-41 wpm
4 pts	26-33 wpm
2 pts	20-25 wpm
0 pts	Below 20

Use for graded timings after all lessons have been completed