### Computer Applications (CIS 130 Micro Computer Applications (.5) OST 100 Keyboarding (.5))

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<th>Week</th>
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<tr>
<td>Week 1</td>
<td>Classroom, Technology Expectations and Safety</td>
<td>Objective Test</td>
<td><strong>CIS 130 Micro Computer Applications</strong>&lt;br&gt;1 Use a word processing program to create, save, print, and modify documents including, but not limited to, several font styles and colors, text with borders, tables, images, sections, custom margins, custom tab settings, bullets, headers, footers, dropped capital letters, text art, and columns&lt;br&gt;2 Use a word processing program to create, save, print, and modify form letters and mailing labels&lt;br&gt;3 Use a word processing program to address and print envelopes&lt;br&gt;4 Use a word processing program to maintain a collection of records that can be used for mailing labels&lt;br&gt;5 Use the macro language of a word processing program to automate repetitive tasks&lt;br&gt;6 Use an electronic spreadsheet to create,</td>
<td><strong>ADMINISTRATIVE SUPPORT SERVICES SKILL STANDARDS</strong>&lt;br&gt;OA – Perform Administrative Support Functions&lt;br&gt;OA 002-Develop a plan for organizing one’s own work&lt;br&gt;OA 003-Coordinate and prioritize one’s own work&lt;br&gt;OA 010-Maintain current technical knowledge&lt;br&gt;OA 019-Access/Utilize information&lt;br&gt;OB – Demonstrate Communication and Telecommunication Skills&lt;br&gt;OB 001-Prepare oral presentations&lt;br&gt;OB 005-Process electronic mail&lt;br&gt;OF – Demonstrate Computer Skills&lt;br&gt;OF 001-Key documents&lt;br&gt;OF 002-Insert a graphic in a document&lt;br&gt;OF 003-Design a table&lt;br&gt;OF 006-Print information&lt;br&gt;OF 008-Revise existing&lt;br&gt;Reading (1.2) – Students make sense of the variety of materials they read&lt;br&gt;RD-10-5.0.8 Students will explain how the use of text features (e.g. illustrations, charts, lists, tables, graphs, tables of contents, indexes, glossaries, headings, captions), format or layout enhances the reader’s understanding of a passage. DOK 3&lt;br&gt;RD-10-2.0.7 Students will make inferences, draw conclusions or make generalizations based on evidence from a passage. DOK 3&lt;br&gt;RD-10-4.0.1 Students will analyze the content or make connections as it applies to students’ lives (text-to-self), real-world issues (text-to-world) or other texts (text-to-text).&lt;br&gt;RD-10-2.0.2 Students will identify essential information from a passage needed to accomplish a task. DOK 1&lt;br&gt;RD-10-2.0.3 Students will apply the</td>
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<td>All About Me Presentations Basic computer terminology</td>
<td>PowerPoint Presentation</td>
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<td>Microtype Pro, Perform reaches for the home keys, the space bar, and the enter key&lt;br&gt;· Perform reaches for the h, e, o, m, r, l, t, n c, v right shift, and period keys&lt;br&gt;· Discuss spacing with the period&lt;br&gt;· Figure speed (words per minute)&lt;br&gt;· Demonstrate proper keyboarding technique&lt;br&gt;Document processing using:&lt;br&gt;· Word processing&lt;br&gt;· Spreadsheet&lt;br&gt;· Database&lt;br&gt;· Presentation software</td>
<td>Proofreading exercise&lt;br&gt;· Technique observation</td>
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<td>Microtype Pro, Perform reaches for the w, comma, g, b, u, left shift, q and diagonal keys&lt;br&gt;· Discuss spacing with a comma.&lt;br&gt;· Demonstrate proper keyboarding technique&lt;br&gt;Document enhancement features using:&lt;br&gt;· Word processing&lt;br&gt;· Spreadsheet&lt;br&gt;· Database</td>
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| Week 5 | Microtype Pro | Demonstrate proper keyboarding technique
|       |              | · Compose at the keyboard
|       |              | · Perform reaches for the apostrophe and quotation mark keys
|       |              | · Perform reaches for the p, x, y, tab, z, and colon keys
|       |              | · Perform reaches for the question mark, caps lock, hyphen and underscore keys
|       |              | Demonstrate proper keyboarding technique
|       |              | · Compose at the keyboard
|       |              | · Perform reaches for the 4, $, 7, &,’ , 8, * , 2 , @ , 9 , ( , 1 , ! , 0 , ) , 5 , % , 6 and ^ keys
|       |              | World Wide Web browser to search
|       |              | □ Electronic mail
|       |              | □ Ethical uses of computers, information, and software
|       |              | · Proofreading exercises
|       |              | · Technique observation
|       |              | · Timings
|       |              | maintain, and derive worksheets from templates
|       |              | 7 Use an electronic spreadsheet to create and use multiple-page spreadsheets including, but not limited to, 3-D formulas and consolidation techniques
|       |              | 8 Use an electronic spreadsheet to enhance the appearance of spreadsheets by adding text art, charts, clip art, headers, footers, predefined formats, etc.
|       |              | 9 Use an electronic spreadsheet's macro language to automate repetitive tasks
|       |              | 10 Use absolute and relative references in formulas and functions
|       |              | 11 Use basic financial functions including, but not limited to, future value, present value, amortization schedules, and compound interest
|       |              | 12 Use a database program to customize the user interface by designing custom reports, custom forms, and custom queries
|       |              | 13 Use a database
|       |              | documents
|       |              | OF 009-Access the Help function
|       |              | OF 010-Locate data
|       |              | OF 011-Develop and revise a database
|       |              | OF 016-Locate and use templates
|       |              | OF 017-Prepare document using spreadsheet software package OF 018-Create a new document
|       |              | OF 020-Design and create desktop publishing documents
|       |              | OF 021-Create charts and graphs
|       |              | OF 029-Demonstrate a working knowledge of MS Office or a similar software application
|       |              | OF 030-Demonstrate appropriate Internet use
|       |              | EA – Exhibit Workplace Skills
|       |              | EA 008- Prepare a resume and letter of application
|       |              | EA 009- Complete an application for employment
|       |              | EB – Understand Workforce Issues
|       |              | EB 003-Identify ethical characteristics and behaviors
|       |              | information contained in a passage to accomplish a task/procedure or to answer questions about a passage. DOK 2
|       |              | RD-10-2.0.4 Students will follow the sequence of information from a passage.
|       |              | RD-10-5.0.8 Students will explain how the use of text features (e.g. illustrations, charts, lists, tables, graphs, tables of contents, indexes, glossaries, headings, captions), format or layout enhances the reader's understanding of a passage. DOK 3
|       |              | Writing (1.11) – Students write using appropriate forms, conventions, and styles to communicate ideas and information to different audiences for different purposes WR-HS-3.5.3
|       |              | In Transactive Writing.
|       |              | □ Students will adhere to standard guidelines for grammar and usage.
|       |              | □ Students will apply precise word choice.
|       |              | □ Students will incorporate the specialized vocabulary of the discipline/content appropriate to the purpose

| Week 6 | Microtype Pro | Demonstrate proper keyboarding technique
|       |              | Compose at the keyboard
|       |              | Perform reaches for the <, >, \, +, =, {, }, [], and ~ keys (special symbols)
|       |              | Perform reaches for the 4, 5, 6 and Enter keys on the numeric keypad
|       |              | Perform reaches for the 7, 8, 9, 1, 2, 3, 0 and decimal keys on the numeric keypad
|       |              | · Proofreading exercise
|       |              | · Technique observation
|       |              | · Timings
|       |              | 14 Use a database program to customize the user interface by designing custom reports, custom forms, and custom queries
|       |              | 15 Use a database
|       |              | documents
|       |              | OF 009-Access the Help function
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|       |              | Writing (1.11) – Students write using appropriate forms, conventions, and styles to communicate ideas and information to different audiences for different purposes WR-HS-3.5.3
|       |              | In Transactive Writing.
|       |              | □ Students will adhere to standard guidelines for grammar and usage.
|       |              | □ Students will apply precise word choice.
|       |              | □ Students will incorporate the specialized vocabulary of the discipline/content appropriate to the purpose
|                           | · Daily production work
|                           | · Quizzes
|                           | Learn word processing features (spell check, saving files, font styles, sizes printing, alignment, reveal codes, selecting text, help, line spacing, underline, margins, bold, italic, cut/copy/paste) Format one-page academic reports with titles Format a one-page business report with a title and by-line Format enumerations in agendas Computer viruses □ Impact of computers on society |
|                           | program to create multi-table relational databases including, but not limited to databases containing two or more related tables, fields containing OLE objects, fields containing URL’s, and databases containing customized user interface 14 Use the database program's macro language to automate repetitive tasks 15 Use a query language to perform queries including, but not limited to, queries involving two or more related tables, update queries, delete queries involving conditions that contain two or more logical operators, and queries containing calculated fields 16 Create and use forms with sub-forms 17Use presentation software to create, maintain and display presentations of varying degrees of complexity 18 Identify, describe, and use different types of electronic communications (PDA, and audience WR-HS-2.4.3 In Transactive Writing, □ Students will develop complete, concise sentences or apply unconventional structures for an intentional effect when appropriate. □ Students will maintain parallel structure WR-HS-1.1.3 In Transactive Writing, □ Students will communicate as an informed writer to provide new insight through informing, persuading or analyzing. □ Students will develop an effective angle to achieve a justifiable purpose. □ Students will justify what the reader should know, do, or believe as a result of reading the piece. □ Students will apply characteristics of the selected form (e.g., letter, feature article, editorial, speech, analytical lab report, historical journal article, literary analysis) for an intentional effect. □ Students will sustain a suitable tone. □ Students will allow voice to emerge when appropriate. Math – Students will perform the following mathematical

| Week 8                      | Introduce Unit 8 Unbound Reports Format – pg 70 and 71 Type all information and include in notebook. Type report on pg 73/74 include in notebook. Communication Skills 3 (49) and 4 (78) Microtype Pro Lessons Proofreader’s Marks Mid-term Test
|                           | · Proofreading exercise
|                           | · Timings
|                           | · Daily production work
|                           | · Quizzes
|                           | · Proofreading exercise
|                           | · Timings
|                           | · Daily production work
|                           | EB 004-Differentiate between good and poor business ethics EB 008-Maintains confidentiality and sensitivity of company information AB – Demonstrate Effective Written Skills AB 005-Use correct spelling, punctuation, and grammar AB 007-Detect all content, format, and keying errors
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<th>Week 9</th>
<th>Introduce Unit 9 Personal-Business Letters – pg 82-83 Type Letters 28B pg 84, 29B.35 Letter 1 and 2 pg 85 – 86, 30B.45 Letter 1 and 2, 3 Teach Mail Merge and printing labels and envelopes. Teach Inserting Tables and Table Format pg 94-95 (Notebook) Proofreading Skills Activity Word Processing Activity 4 pg 90-93 Microtype Pro Lessons Timed Writing</th>
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<td>· Proofreading exercise · Timings · Daily production work · Quizzes</td>
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| Weekly 9 | Blackberries, etc.) and apply business communication and netiquette skills to create, send, receive, and reply to electronic communication, including e-mail and telephone 19 Research and analyze career opportunities and develop an electronic employment portfolio 20 Identify ergonomics and understand why ergonomics is important from a health point of view. 21 Demonstrate accountability of and the safe and responsible use of company resources, office equipment, machines, etc. 22 Apply Internet etiquette and safety 23 Identify safety rules applicable to this course and demonstrate appropriate observance of said rules, including but not limited to, trip hazards, electrical cords and outlets, evacuation procedures for emergency situations (including fire, tornado, bomb threat, operations and/or procedures accurately and efficiently, and explain how they work in real world and mathematical situations MA-HS-1.3.2 Students will: □ describe and extend arithmetic and geometric sequences; □ determine a specific term of a sequence given an explicit formula; □ determine an explicit rule for the nth term of an arithmetic sequence and □ apply sequences to solve real-world problems. DOK 3 MA-HS-1.3.1 Students will solve real-world and mathematical problems to specified accuracy levels by simplifying expressions with real numbers involving addition, subtraction, multiplication, division, absolute value, integer exponents, roots (square, cube) and factorials. DOK 2 MA-HS-4.1.2 Students will construct data displays for data with no more than two variables. DOK 2 Practical Living/Vocational Studies-Many factors need to be considered when selecting and preparing for
| June 30–July 1 | LCHS Fall Break |
| July 6–7 | LCHS / RHS/TCCCHS Fall Break |
| Week 10 | Continue Table Formatting pgs 96-101 Communication Skills 5 pg 102-103 Microtype Pro Lessons Proofreading Skills Activity Timed Writing Writing Prompt |
| | · Proofreading exercise · Timings · Daily production work · Quizzes |
| Week 11 | Unit 15 Improve Report Formatting Skills pg 137-138 Type 47B.37 Bound Report Document 1 include references Communication Skills 6 pg 132-133 Proofreading Skills Activity Word Processing Activity 8 Table |
| | · Proofreading exercise · Timings · Daily production work · Quizzes |
Week 12 | Unit 18 Improving Table Formatting Skills pg 172 (Notebook Entry) Communications Skills 7 156-157 Assign 62D.30 Tables 1,2,3 Assign 63B.45 Presidents 1945-2009 (Note table ends in 2001 continue through 2009) Table 2 The Constitution, Table 3 Most Important Problem (Boarders and Shading) Writing Prompt Timed Writing

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Week 13 | Spreadsheets – Excel Workbook Writing Prompt Timed Writing

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Week 14 | Spreadsheets – Excel Workbook Writing Prompt Timed Writing

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Week 15 | Internet Safety – Computer – PDA – Blackberry Safety Create 2 page Newsletter (2 column) include articles relating to: Internet etiquette and safety Email and Texting etiquette

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earthquake, etc.), lockdown procedures for emergency situations, location and contents of first aid kit, MSDS sheets, etc. **OST 100 Keyboarding**

1. Clean and maintain equipment
2. Operate keyboard
3. Plan and set margins and tabs
4. Format page numbers
5. Plan and center words, lines, and problems vertically and horizontally
6. Key three 5-minute timed writings with a minimum of 35 NWAM for 70%; 1 error per minute
7. Key and format rough draft copy
8. Proofread and edit copy using proofreader's marks
9. Key and format personal letters
10. Key and format business letters
11. Key and format memorandums
12. Key and format envelopes
13. Key and format employment or a career path. **PL-HS-4.2.1**

Students will identify individual work habits/ethics (e.g., individual/team responsibilities, willingness to learn, integrity, respect, confidentiality, self discipline, problem-solving, punctuality, communication skills) and explain their importance in the workplace. **DOK 2**

**PL-HS-4.1.6**

Students will identify and describe supporting documentation that would be needed for the career portfolio/Individual Learning Plan (ILP):

- Business letters (application, recommendation, follow-up)
- Assessment data (e.g., interest, learning styles, aptitudes and abilities)
- Résumé
- Certifications/awards
- Samples of work (e.g., videos, artwork, portfolio entries)
- Records of work experiences
- Transcripts

**PL-HS-4.3.3**

Students will explain and
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| 16-17 | Develop an Electronic Career Portfolio using PowerPoint  
Required items included:  
Title Slide with Photo of You  
Table of Contents  
Letter to the Reviewer  
Career summary  
Research a particular career using the Career Research Form – include potential wages, job outlook, and career opportunities.  
Resume/Data sheet  
Career Objective  
Education  
Academic Honors  
Coursework – GPA  
Work history  
Skills  
References  
Qualifications  
Personal Artifacts  
Samples of work, achievements, and accomplishments (minimum of 4 samples)  
Items included appropriate for career choice  
Evidence of research in career summary; sources of information cited in proper copyright format  |
| |  
- Proofreading exercise  
- Timings  
- Daily production work  
- Quizzes  
- Professionalism  
- Final Exam  
- Address labels  
14 Fold and prepare correspondence for distribution  
15 Demonstrate tabulation and centering functions  
16 Use reference materials  
17 Key and format outlines  
18 Key and format unbound, left bound, and top bound reports  
19 Key and format report references  
20 Key and format multi-page reports  
21 Key and format supportive parts of reports  
22 Identify text-editing concepts and terminology  
23 Identify ergonomics and understand why ergonomics is important from a health point of view.  
24 Demonstrate accountability of and the safe and responsible use of company resources, office equipment, machines, etc.  
25 Apply Internet etiquette and safety.  
Apply skills that are used to seek, obtain, and change jobs/careers and postsecondary opportunities:  
- Conducting a job search  
- Writing letters  
- Networking  
- Completing an application  
- Securing a letter of reference  
- Preparing a résumé  
- Applying interview techniques (e.g., learn about employer/job, questions to ask, materials to take, answers to questions you may be asked, verbal and nonverbal communication)  
- Using proper procedures when changing jobs (e.g., give advance notice, write a letter of resignation) DOK 3 |
<table>
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<tr>
<th>Week 18</th>
<th>Finals Week</th>
<th>Final Exam</th>
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Russellville ATC – Office Technology